



InfoMerge

PinpointTM

InfoMerge™

The Mail Merge and Database Reporting Program
for AppleWorks Database Files and Word Processing Documents

by

Peter Meyer



Pinpoint Publishing
Emeryville, California

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Preface

InfoMerge is a stand alone mail merge program for AppleWorks owners. Like all Pinpoint products, InfoMerge is designed to help you get more from your Apple computer. Our package includes this user guide, and a floppy disk containing the InfoMerge software on one side and the InfoMerge Tutorial files on the other side.

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We value your assessment of our software, and we want to include your ideas in our new product plans, so let's hear from you.

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How to Get Technical Support

Our technical support team is ready to help you solve any problems or answer any questions you might have. Just call weekdays between 9 am and 5 pm West Coast time, and be prepared to give us your software registration number. If we didn't require the registration number, our phone lines would be tied up by callers who have not come by our product legitimately. We want to keep our lines *open* to provide our customers with the best possible service. So, please complete your registration card and return it to us as soon as possible.

We can serve you more quickly if you have the following information readily available when you call:

Registration Number of InfoMerge (*required for technical support*)
Version # of InfoMerge
Version # of AppleWorks
Version #'s of RAM card software
Computer model type
Printer type and interface card
Plus all other information that you think is important

Technical Support Telephone Number

(415) 654-0286 • 9 am to 5 pm West Coast time
Thanks!

About the Author

Peter Meyer makes a living as a software developer and computer consultant in Mill Valley, California.

He was initiated into computer programming in 1965 when he found himself employed for a year as a FORTRAN programmer. He later studied philosophy and pure mathematics, graduating from college with honors. He spent five years as administrative assistant to Tibetan lamas in India and Nepal, and during this time made a close study of Tibetan Buddhism. Peter returned to California in 1979, and began to develop software for the Apple II+. Since then he has published several Apple II software packages, including *Wizard's Toolbox* (formerly called *The Routine Machine*).

Peter's interests, aside from computer programming, include world travel; music — from J. S. Bach to Bob Marley; European literature, culture, and history; transpersonal psychology; shamanism; UFOs; and the nature of human and other forms of consciousness. His role models include Gustav Mahler, Fritz Perls, Hunter Thompson, and John Lilly.

PETER MEYER, software author of InfoMerge.

Chapter 1

Introducing InfoMerge

Hello and thank you! If InfoMerge is not your first Pinpoint™ product, it's great to have you along again. If you're a first timer with Pinpoint, then you're in for a treat. InfoMerge helps you get the most out of your Apple so you have time to do other things you want to do.

This chapter will:

- Tell you a little about InfoMerge
- Tell you what you need to use InfoMerge
- Describe what we'll be talking about in the rest of this guide

C'mon, Get it Together!

Whether you're a teacher, student, business person, or just somebody who needs to organize a whole lot of valuable information, you don't sit around building AppleWorks™ database records for the fun of it. If you've got some documents to write using information in your databases, you can get them together quickly with InfoMerge. InfoMerge lets you merge information from your AppleWorks databases into your AppleWorks word processing documents to produce powerful, pertinent, personalized documents promptly.

InfoMerge is a fully loaded mail merge program that does much more with your AppleWorks database files and word processing documents than create simple form letters. The tour of InfoMerge in Chapter 2 will show you several innovative applications. InfoMerge thrives on your creativity. You can, for example, use InfoMerge as a database report writer. AppleWorks doesn't offer a great deal of formatting capabilities in its report writer but InfoMerge lets you format database reports practically any way you want to.

What You Need

Hardware requirements:

- Apple IIc™ or Enhanced Apple IIe™

Software requirements:

- InfoMerge
- AppleWorks (Version 1.3 or later recommended)

Here's What You Want

InfoMerge works great with the hardware listed above, but you can supercharge InfoMerge with the hardware and software listed below.

Recommended hardware:

- 256K to 1MB RAM Drive
- Hard Disk or UniDisk 3.5™

Recommended software:

- Pinpoint RAM Enhancement Kit™

Here's What We'll Do in This User Guide

Chapter 2: A Quick Tour of InfoMerge

Chapter 2 will teach you how to use InfoMerge by guiding you through some sample merges. By the end of the tour, you'll know what InfoMerge needs from you, and what InfoMerge provides you in return. You will also have created a simple form letter, a slick form letter, mailing labels for the slick form letter, a mock software contract, a report card and an invoice.

Chapter 3: Getting Your Files Ready

In Chapter 3, you'll learn how to prepare AppleWorks database files and word processing documents for use with InfoMerge. You'll also learn some fancy stunts to spruce up your word processing documents, but don't worry; there's really not that much to it!

Chapter 4: Using InfoMerge

Chapter 4 will teach you how to use InfoMerge to turn your database files and word processing documents into letters that are right on the mark.

Chapter 5: InfoMerge and Pinpoint: All in the Family

Chapter 5 will show you how to get the most from InfoMerge by installing the Pinpoint Desktop Accessories™ on InfoMerge, and installing InfoMerge on RunRun,™ our ProDOS desktop manager.

Chapter 2

A Quick Tour of InfoMerge

Safety First: Copy Your Disks

Before we take off on our tour of InfoMerge, please use Central Point Software's Copy II Plus,[™] the Apple IIc System Utilities,[™] the Apple IIe ProDOS Filer,[™] or any ProDOS copy routine to make a copy of each side of the original InfoMerge disk. One side contains the InfoMerge software, and the other side contains the InfoMerge Tutorial files. If you're using a high capacity disk, create a subdirectory and copy all the files on both sides of the InfoMerge disk to the subdirectory. Then please put the original disk in a safe place.

Itinerary

What does InfoMerge do? By the end of this tour, you'll see that you can use InfoMerge to create anything from simple form letters to detailed invoices containing calculated fields. InfoMerge merges AppleWorks database information into your AppleWorks word processing documents. What this means for you is that database information automatically appears in your word processing documents without your having to save it to a clipboard, or look it up and insert it manually. Not too shabby, eh? You'll find that this way of doing things is very timesaving and kind of fun.

This tour will give you an overview of InfoMerge and what it needs from you.

You will learn:

- How to select a printer
- How to create a simple form letter
- How to create a slick form letter
- How to print labels
- How to use InfoMerge to fill out forms
- How to create a report card containing calculated fields
- And how to create an invoice using calculated fields

Now, please read the following overview, place your copy of the InfoMerge disk in drive one of your computer, and turn on your computer when you are asked to.

Overview: What InfoMerge Needs from You

InfoMerge is simple to use. You just get InfoMerge going, specify which printer you're using, tell InfoMerge which AppleWorks database file and which AppleWorks word processing document you want merged, and perform the merge.

All InfoMerge needs from you to create merged documents is:

- The name of your printer
- An AppleWorks database file
- And an AppleWorks word processing document

InfoMerge provides you with the database files and word processing documents you need to complete this tour. You'll find them on your COPY of the InfoMerge Tutorial disk.

They are named:

<i>Word Processing Documents</i>	<i>Corresponding Database Files</i>
FORM.LTR.1	DATABASE.1
FORM.LTR.2	DATABASE.2
LABELS	DATABASE.1
LICENSE	
MATH.REPORT	MATH.3C
INVOICE	CUSTOMERS

When using InfoMerge on your own, you needn't change anything in your AppleWorks database file to make InfoMerge work. You do need to insert items into your AppleWorks word processing document specifying where you want InfoMerge to place the information from your database file. The word processing documents provided for this tour already contain the items you'd insert if you wrote the word processing documents from scratch.

The items that you insert in your word processing document are called *variable names*. There's not that much to remember about variable names:

1. A variable name is framed by < and >. So a variable name looks like this: <NAME>
2. There are two kinds of variable names. A *database variable* name corresponds to and is replaced by the values next to a category name in the records of your AppleWorks database file. If, for example, your database file records contain CONTRIBUTORS as a category name, then you could insert the database variable name <CONTRIBUTORS> or an abbreviation like <CONTRIB> into your word processing document and the information next to the category name CONTRIBUTORS in each successive record of your database file would replace each occurrence of the database variable name <CONTRIBUTORS> in each successive word processing document

A *global variable* name corresponds to and is replaced by a value that you enter from the keyboard just prior to the merge. When you perform a merge, InfoMerge searches the specified database file for each variable name it finds in the word processing document. If InfoMerge doesn't find the variable name in the specified database

file, then it lets you furnish from the keyboard the information you want merged into the word processing document. A typical global variable name is <TODAY'S_DATE>. The global value you specify to replace each occurrence of the global variable name in the word processing document will appear in each InfoMerge document

3. A variable name of two words or more is held together by underscores like this, <LAST_NAME>. This is done to keep the variable name on one line.

Here's what variable names look like when inserted into a word processing document.

**Figure 2.1 Sample
Word Processing Document**

```
USE DATABASE.1A
REM Last modified: 7/8/86
Fairfax Honda
5923 St. Peter's Lane
Fairfax, CA 94925
<System_date>
<Customer>
<Address>
<City>, <State> <ZIP>

Dear <Dear>,

Just a note to thank you personally for purchasing your
<Year> Honda <Model> from <Salesperson> here at Fairfax
Honda.

We are building this dealership not only with our fine
products, but more importantly with the most courteous,
friendly and competent personnel available.

We value your friendship and the confidence you have
placed in us. Would you please take a moment to fill out the
brief questionnaire enclosed. Your cooperation is greatly
appreciated.

Very sincerely,
<Sales_Manager>
General Sales Manager

<Initials>:im
enclosure
```

Let's Start the Tour

We'll be starting the tour soon. You may find that some of our figures of sample merge results look a little different from your actual results. Don't worry about it, so long as all the information is successfully merged from your database file.

Now, to start the tour:

1. Place your COPY of the InfoMerge disk in drive one of your computer

2. And turn on your computer

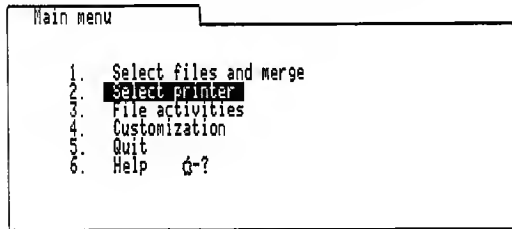
The first thing we'll do is select your printer. Our first destination is the Main menu. We should be there in about ten seconds. It's a good thing too, because we'll need to be at the Main menu to select your printer. Along the way to the Main menu, you'll see the Opening Screen.

The Opening screen tells you the name of the current directory. Initially, the current directory is the ProDOS directory that InfoMerge is in. Once you tell InfoMerge to use another directory, the directory you specify will become the current directory until you tell InfoMerge to use another directory. InfoMerge will save time by looking in the current directory first for the files it needs throughout the session.

After telling you the name of the current directory, the Opening screen will ask you to wait a moment while the Main menu is being loaded.

Figure 2.2 Main Menu

```
Database file: not specified      *** InfoMerge ***
Document file: not specified      (C) 1986 Peter Meyer
Current printer: not specified    Pinpoint Publishing
```



Type number, or use arrows, then press Return.

About the Main Menu

The Main menu guides you to the part of InfoMerge that lets you:

1. View, select, and merge database files and word processing documents
2. Set up your printer for InfoMerge
3. List all the files on a disk, save InfoMerge work you've done so far if you want to bail out before finishing, load unfinished InfoMerge work you want to finish, or deselect a database file or word processing document that you previously specified

4. Tell InfoMerge how many copies to print for each record, whether to suppress blank lines, to turn off the sound effects if a beeping computer makes you nervous, and in which format you'd like to merge the dates that come from the database file
5. Exit InfoMerge
6. And ask for help

How to Select a Printer

Notice that the highlighting cursor is resting on the "Select Printer" option. That's InfoMerge's way of telling you that the first thing you have to do is tell InfoMerge which printer you're using.

To get to the part of InfoMerge that lets you select your printer:

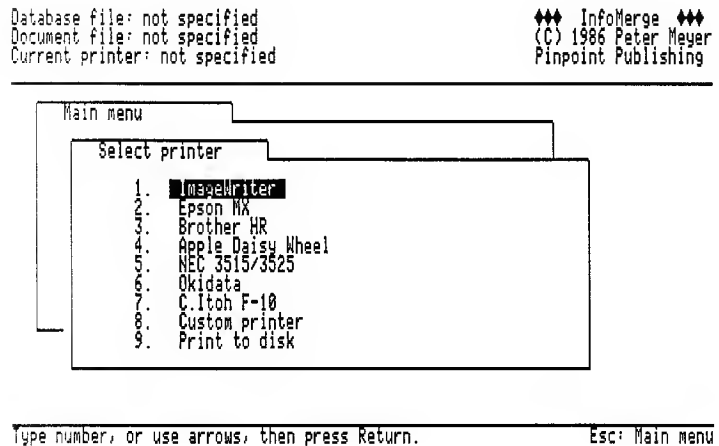
1. Press RETURN

Or, if you've previously moved the highlighting cursor away from the "Select Printer" option:

1. Type the number preceding "Select Printer" option, or use an ARROW key to move the highlighting cursor to the "Select Printer" option
2. And press RETURN

You will see the Select Printer menu.

Figure 2.3
Select Printer Menu



The Select Printer menu offers you a list of printers to choose from. As you can see, InfoMerge comes ready to work with several popular printers. If your printer is listed, then follow the directions found below under *Listed Printers*. If your printer is not listed, then skip ahead to the directions under *Unlisted Printers*.

Listed Printers

If your printer is listed on the Select Printer menu, then you're in luck. All you have to do is:

1. Type the number preceding the desired printer or use an ARROW key to move the highlighting cursor to the desired printer
2. And press RETURN

You will see the Customize Printer menu. For the purposes of this tour, you don't have to use this menu unless:

1. Your printer is in a slot other than slot 1
2. Or you're printing on single, separate sheets of paper without a single sheet paper feeder

If the two conditions above don't apply to you, then you're all set to perform the sample merges, so just:

1. Press ESCAPE twice
2. And proceed to the section in this tour entitled *Simple Form Letters*

If you have a listed printer that is not in slot 1, then:

1. Type the number preceding the "Printer Slot" option or use an ARROW key to move the highlighting cursor to the "Printer Slot" option
2. And press RETURN

You will be asked at the bottom of the screen to specify your printer slot number.

To specify your printer slot:

1. Type your printer slot number and press RETURN

Your selection will be saved next to the "Printer Slot" option on the Customize Printer menu.

Now, if you're not printing on single, separate sheets of paper without a single sheet paper feeder:

1. Press ESCAPE twice and proceed to the the section below entitled *Simple Form Letters*

But if you are printing on single, separate sheets of paper without a single sheet paper feeder, then you'll have to tell InfoMerge to pause after it prints each page so you can load a new sheet of paper.

InfoMerge works best with continuous paper or a single sheet paper feeder. The pause-at-each-page option should be chosen when you'll be hand feeding each sheet of paper (which you'll find such a pain that you may want to invest in a single sheet feeder). Anyway, if want your printer to pause at the start of each page so you can load paper:

1. Type the number preceding the "Pause at Each Page" option or use an ARROW key to move the highlighting cursor to the "Pause at Each Page" option
2. And press RETURN

Notice at the bottom of the screen that you're being asked if you want the printer to pause at the beginning of each page.

To answer:

1. Press the Y key for yes or the N key for no

Or

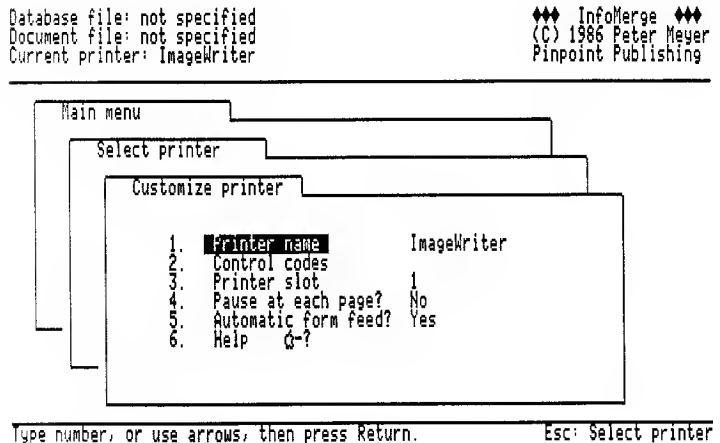
1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

Upon answering, you will be returned to the Customize Printer menu.

Now you're all set to perform merges, so:

1. Press ESCAPE twice and please proceed to the section in this tour entitled *Simple Form Letters*

Figure 2.4
Customize Printer Menu



Unlisted Printers

Don't get all fired up if your printer is not included on the Select Printer menu; you can make InfoMerge work with your printer by replacing "Custom Printer," found on the list of printers, with your printer.

To replace "Custom Printer" with your printer:

1. Type the number preceding "Custom Printer" or use an ARROW key to move the highlighting cursor to "Custom Printer"

2. And press RETURN

Upon choosing “Custom Printer,” the Customize Printer menu shown in Figure 2.4 will appear.

This menu helps you customize the printer you’ve selected by letting you:

1. Change the printer name if you want to add your printer to the Select Printer menu
2. Change the selected printer’s printer initialization, boldface begin, boldface end, underline begin, underline end, special effects begin, and special effects end control codes
3. Specify a different printer slot location
4. Specify that you want the printer to pause at the start of each page so you can insert single sheets if you’re not using continuous paper or a single sheet paper feeder
5. And specify if you want an automatic form feed after each page

Changing the Printer Name

You’ve chosen to replace “Custom Printer.” Now you’re going to replace it with your printer:

To change a printer name:

1. Type the number preceding the “Printer Name” option or use an ARROW key to move the highlighting cursor to the “Printer Name” option
2. And press RETURN

The “Type New Name” prompt will appear at the bottom of the screen.

Notice that the cursor is waiting there for you to enter the new printer name.

To enter the new name:

1. Type the new printer name
2. And press RETURN

Text Editing Keystrokes

Here are some handy keystrokes to know about when entering the new printer name:

1. Press the DELETE key to delete the character to the left of the cursor
2. Press the CONTROL and the X key to erase the entire line that the cursor is on
3. Press the CONTROL and the Y key to erase from the cursor to the end of the line that the cursor is on
4. Press the CONTROL and the R key to recover what you erased

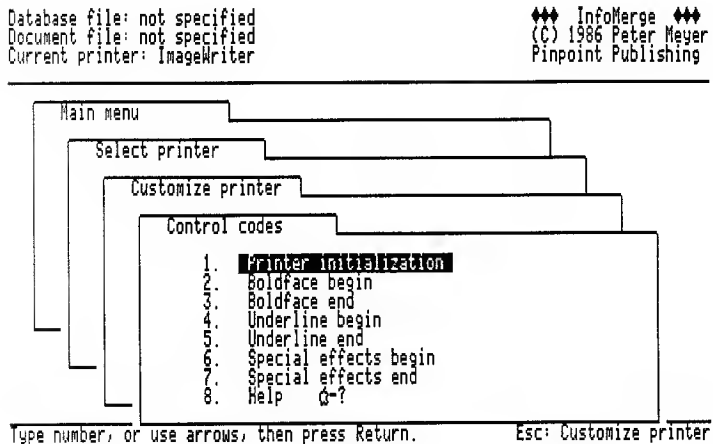
5. Press the CONTROL and the E or I key to insert text to the left of the cursor. Press RETURN or BACKSPACE to get back into overstrike mode
6. Press the CONTROL and the N key to move the cursor to the end of the line
7. Press the CONTROL and the B key to move the cursor to the beginning of the line
8. Press the CONTROL and the F key to move the cursor to the next occurrence of the key you press right after you press the CONTROL and the F key.
9. Press the CONTROL and the LEFT ARROW or RIGHT ARROW key to move the cursor one word to the left or right

When you have finished entering the name of your printer:

1. Press ESCAPE to get back to the Customize Printer menu

Now that you've told InfoMerge the name of your printer, we'll proceed through the rest of the Customize Printer menu to tell InfoMerge more about your printer than just its name.

Figure 2.5
Control Codes Menu



Specifying Control Codes

Because you've entered the name of a printer that was not on the original list of printers, you'll have to specify new control codes for the various tasks your printer can do. You should consult the user guide that came with your printer for the control codes you need. You can also consult Appendix B for a list of printers and their corresponding control codes.

To specify your printer's control codes:

1. Type the number preceding the "Control Codes" option or use an ARROW key to move the highlighting cursor to the "Control Codes" option
2. And press RETURN

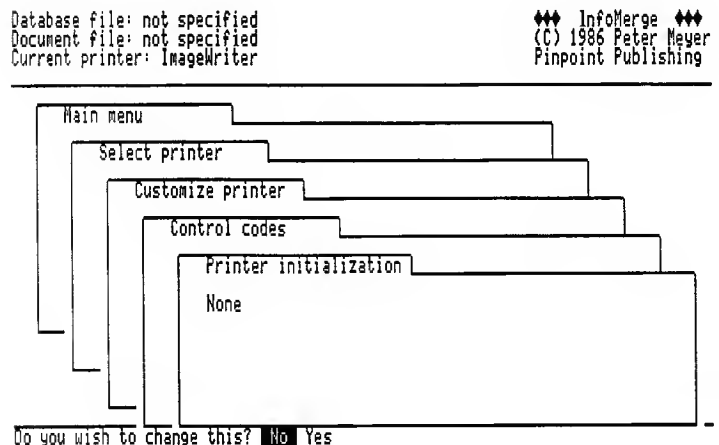
The Control Codes menu shown in Figure 2.5 will appear.

This menu guides you to the part of InfoMerge that lets you:

1. Change the Printer Initialization control code
2. Change the Boldface Begin control code
3. Change the Boldface End control code
4. Change the Underline Begin control code
5. Change the Underline End control code
6. Change the Special Effects Begin control code
7. Change the Special Effects End control code

Don't worry about the special effects control codes. You don't need them for this tour. They're explained in the *Word Processing Stunts* section of Chapter 3, and in the *Special Effects* control code section of Chapter 4. Be sure to check out this feature when you come to it because it's kind of neat. For now, we'll see how to furnish the Printer Initialization control code. Then you'll be on your own to enter the next four codes.

Figure 2.6
Printer Initialization
Control Code Screen



Printer Initialization Code

The Printer Initialization control code option allows you to define a string of control characters to be sent to the printer when it is activated. "CONTROL-I 80N" is fairly common, but not universal. If your printer allows a variety of print modes such as draft and near letter quality modes,

then you can define a printer initialization string to produce the desired mode.

For the purposes of this tour, do not specify an initialization control code for condensed print mode because many printers do not print boldface or underlining when in the condensed print mode. It's up to you to find the correct printer initialization control code for your printer in the user guide that came with your printer.

To enter the Printer Initialization control code:

1. Type the number preceding the "Printer Initialization" control code option or use an ARROW key to move the highlighting cursor to the "Printer Initialization" control code option
2. And press RETURN

The Printer Initialization Control Code screen shown in Figure 2.6 will appear.

Notice that the name of the control code is on the file card label. Also notice that at the bottom of the screen, the program is asking you if you want to change the control code.

To answer if you want to change the control code:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you specified yes, then the program will ask you to type the exact keystrokes required by your printer to do the selected task, and to press the ^ key to end your entry.

To enter the new control code:

1. Type the exact keystrokes required by the printer to perform the desired task
2. And type ^ to end your control code entry

If you're like me, you accidentally typed RETURN to finish the control code entry. Don't worry about it. Just press ^ and re-enter the control code from scratch. This time remember to end the control code entry with ^, and not with RETURN.

When you have finished, you will be returned to the Control Codes menu. Now go ahead and finish the next four control codes on the list, stopping just before you get to the "Special Effects" control code options. When you've finished the last control code before the "Special Effects" control codes, press ESCAPE to get back to the Customize Printer menu.

For the purposes of this tour, you're done with the Customize Printer menu for now unless:

1. Your printer is in a slot other than slot 1
2. Or you're printing on single, separate sheets of paper without a single sheet paper feeder

If the two conditions above don't apply to you, then you're all set to perform the sample merges, so just:

1. Press ESCAPE twice
2. And proceed to the section in this tour entitled *Simple Form Letters*

Printer Not in Slot 1

If your printer is not in slot 1, then:

1. Type the number preceding the "Printer Slot" option or use an ARROW key to move the highlighting cursor to the "Printer Slot" option
2. And press RETURN

You will be asked at the bottom of the screen to specify your printer slot number.

To specify your printer slot:

1. Type your printer slot number and press RETURN

Your selection will be saved next to the "Printer Slot" option on the Customize Printer menu.

Now, if you're not printing on single, separate sheets of paper without a single sheet paper feeder:

1. Press ESCAPE twice and proceed to the the section below entitled *Simple Form Letters*

Single Sheet Printing without Feeder

But if you are printing on single, separate sheets of paper without a single sheet paper feeder, then you'll have to tell InfoMerge to pause at after it prints each page so you can load a new sheet of paper.

InfoMerge works best with continuous paper or a single sheet paper feeder. The pause-at-each-page option should be chosen when you'll be hand feeding each sheet of paper (which you'll find such a pain that you may want to invest in a single sheet feeder). Anyway, if want your printer to pause at the start of each page so you can load paper:

1. Type the number preceding the "Pause at Each Page" option or use an ARROW key to move the highlighting cursor to the "Pause at Each Page" option
2. And press RETURN

Notice at the bottom of the screen that you're being asked if you want the printer to pause at the beginning of each page.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

Upon answering, you will be returned to the Customize Printer menu.

Now you're all set to perform merges, so:

1. Press ESCAPE twice and please proceed to the section in this tour entitled *Simple Form Letters*

Figure 2.7 FORM.LTR.1

USE DATABASE.1

Roger Quickplace of Northern California, Inc.
101 Post St., San Francisco, CA 94111

<System_date>

<Name>
<Address1>
<Address2>
<Address3>

Dear <Dear>,

In reviewing your file I see that we have not been in
contact since our letter to you of <Date_last_sent>.

If you are still looking for a position as
<position_sought> and would like your resume to be
kept in my active file, please call me at 343-1700.

Regardless of your current status, I would like to
thank you for registering with Roger Quickplace.

Tom Pixley
Placement Manager

Simple Form Letters

Alright! Now that your printer is ready, we can get down to the business of performing merges. In this first merge, we'll use InfoMerge to produce three copies of a simple form letter. We call it a "simple" form letter because the word processing document contains no special AppleWorks formatting commands such as boldface type or underlining.

We'll be using two files from the InfoMerge Tutorial disk. If you don't have your copy of the InfoMerge Tutorial disk handy, you should fetch it now. Use the copy and keep the original in a safe place.

The files that we'll be merging are named:

Word Processing Document
FORM.LTR.1

Database File
DATABASE.1

The word processing file is shown in Figure 2.7.

Now have a look at the database file:

Figure 2.8 DATABASE.1

Name: Bill Flanagan Address1: 3241 Field St. Address2: Berkeley Address3: CA 94704	Position Sought: a cook Date Last Sent: June 6, 1986 Available Now: Y Dear: Bill
Name: Julie Purcell Address1: 219 Lomita, #23 Address2: Corte Madera Address3:	Position Sought: a private secretary Date Last Sent: May 5, 1986 Available Now: Y Dear: Ms Purcell
Name: Fernando Marquez Address1: 9101 Mission St Address2: San Francisco Address3: CA 94110	Position Sought: an electronics engineer Date Last Sent: July 10, 1986 Available Now: Y Dear: Mr Marquez

Just to make sure we're at the same place, the **Main menu** should be displayed on your screen right now (please see Figure 2.2). If the Main menu isn't displayed on your screen, you probably forgot to press ESCAPE when you finished selecting your printer. So if you don't see the Main menu on your screen, press ESCAPE until you see the Main menu.

Our next task involves moving from the Main menu to the part of InfoMerge that lets you select and merge AppleWorks word processing documents and AppleWorks database files.

To move from the Main menu to the part of InfoMerge that lets you perform the merge functions:

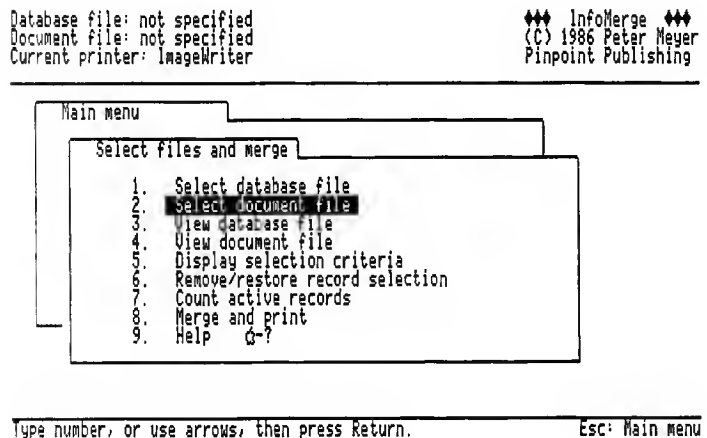
1. Type the number preceding the "Select Files and Merge" option or use an ARROW key to move the highlighting cursor to the "Select Files and Merge" option
2. And press RETURN

The Select Files and Merge menu shown in Figure 2.9 will appear.

This menu lets you:

1. Choose the database file you want merged with a word processing document
2. Choose the word processing document you want merged with a database file
3. View the contents of a database file
4. View the contents of a word processing document
5. See what selection criteria are in effect for the database selected
6. Remove or restore the database record selection criteria without having to go back to AppleWorks
7. Count how many records in the database satisfy the selection criteria currently in effect
8. Specify which of the available database records you'd like to merge, and print the merged documents
9. And ask for help

Figure 2.9
Select Files and Merge Menu



To choose one of the options on the Merge menu:

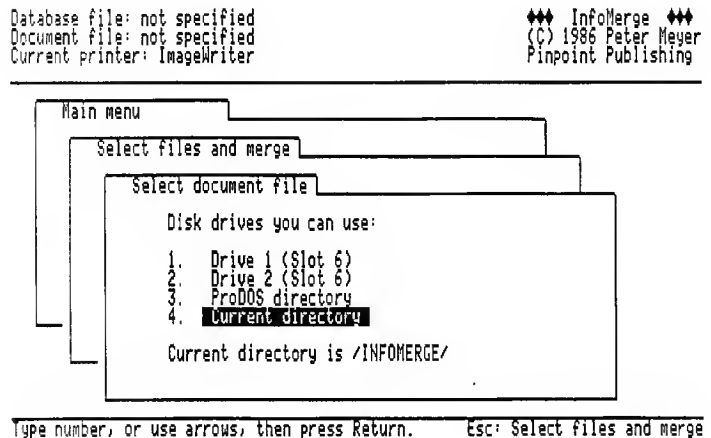
1. Type the number preceding the option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Selecting a Word Processing Document

Now that you've moved yourself to the part of InfoMerge that lets you perform the merge functions, you can select the word processing document you want to merge with your database file. Remember that the file you want to choose is named FORM.LTR.1 and it is found on your copy of the InfoMerge Tutorial disk.

The word processing document that you'll pick contains a special InfoMerge code that will automatically load the correct database file for you when you select the word processing document. The code can be seen by looking at the word processing document shown in Figure 2.7. Notice that the first phrase written in the document is USE DATABASE.1. Whenever you start your word processing document with USE X, with X being equal to the pathname of a database file, the database file represented by X will be automatically loaded after you confirm that you want to use the specified file, making it unnecessary for you to select the database file manually. If you don't confirm that you want to use the file you specified with the USE code, then you can select a database file manually.

Figure 2.10
Disk Drives Menu



To select the word processing document:

1. Place your COPY of the InfoMerge Tutorial disk in a disk drive, or make sure the subdirectory containing the InfoMerge tutorial files is available to your computer if you're using a high capacity drive
2. Type the number preceding the "Select Word Processing Document File" option or use an ARROW key to move the highlighting cursor to the "Select Word Processing File" option
3. And press RETURN

The Select Word Processing Disk Drives menu will appear. See Figure 2.10.

This menu gives you a choice of locations to look at for word processing documents. The default setting is the current directory.

To choose a location:

1. Type the number preceding the location of the tutorial files, or use an ARROW key to move the highlighting cursor to the location of the tutorial files
2. And press RETURN

If you chose the "ProDOS directory" option, then:

1. Type the the pathname of the ProDOS directory that contains the tutorial files
2. And press RETURN

When you've entered the directory location, you will see a list of all the word processing documents that InfoMerge found at the specified location. Now all you have to do is choose FORM.LTR.1.

To choose the word processing document:

1. Use the UP or DOWN ARROW keys to move the highlighting cursor to FORM.LTR.1
2. And press RETURN

When moving through the list with the ARROW keys, you can:

1. Press the ⌘ key at the same time to move through the list more swiftly

Or

1. You can press ⌘-R to reverse the order of the list of word processing documents

When you have chosen the word processing document, you will be asked at the bottom of the screen if you want to use the file DATABASE.1. This is the file specified with the USE code.

To answer:

1. Press the Y key for yes

Or

1. Use an ARROW key to move the highlighting cursor to Yes and press RETURN

The database file will be automatically loaded and you will be returned to the Select Files and Merge menu with the highlighting cursor on the “Merge and Print” option.

You can tell that the word processing document you specified was found and accepted by InfoMerge and that the database file was automatically found and accepted by looking to the upper left hand corner of the screen. Just so you know, selecting the database file manually is just like selecting a word processing document, except that you would choose the “Select Database File” option from the Select Files and Merge menu rather than the “Select Word Processing File” option.

Viewing a Database File

InfoMerge lets you view the database file before you perform the merge. You can do so with the “View Database File” option. Let’s try it.

To view a database file:

1. Type the number preceding the “View Database File” option or use an ARROW key to move the highlighting cursor to the “View Database” option
2. And press RETURN

The Viewing screen will appear and the database file you specified in will begin to fill it.

To freeze the flow of the database file into the Viewing screen:

1. Press the SPACEBAR

To view the rest of the file:

1. Press the SPACEBAR

To change the speed of the flow of the database file into the Viewing screen:

1. Press the LEFT ARROW key to make it flow faster or press the RIGHT ARROW key to make it flow slower

To abort the output:

1. Press ESCAPE

When you are done viewing the file, you will be asked at the bottom of the screen if you would like to send the file to your printer.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered yes, the file will be printed and you will be returned to the Merge menu.

Viewing a Word Processing Document

You may also want to view the word processing file before you merge and print. You can do so with the “View Word Processing File” option. Let’s try it.

To view a word processing document:

1. Type the number preceding the “View Word Processing File” option or use an ARROW key to move the highlighting cursor to the “View Word Processing File” option
2. And press RETURN

The Viewing screen will appear.

To freeze the flow of the word processing document into the Viewing screen:

1. Press the SPACEBAR

To view the rest of the file:

1. Press the SPACEBAR

To change the speed of the flow of the word processing document into the Viewing screen:

1. Press the LEFT ARROW key to make it flow faster or press the RIGHT ARROW key to make it flow slower

To abort the output:

1. Press ESCAPE

When you are done viewing the file, you will be asked at the bottom of the screen if you would like to send the file to your printer.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered yes:

The file will be printed and you will be returned to the Select Files and Merge menu with the highlighting cursor on the “Merge and Print” option.

Merge and Print

Now that you’ve selected your printer, and specified the database file and the word processing document you want to work with, you’re ready to perform the merge.

To perform the merge:

1. Turn on your printer and make sure it's properly connected and loaded with at least three sheets of paper
2. Press RETURN to select the "Merge and Print" option from the Select Files and Merge menu

Or, if you previously moved the highlighting cursor away from the "Merge and Print" option:

1. Type the number preceding the "Merge and Print" option or use an ARROW key to move the highlighting cursor to the "Merge and Print" option
2. And press RETURN

InfoMerge is now searching the word processing document for any *global* variable names. The variable is called global because the value you specify to replace each occurrence of the variable name will appear on each finished document.

If your computer has a system clock, then there will be no global variable name value to enter. If you don't have a system clock, then you will see the following global variable name:

<SYSTEM_DATE>

See *Computer Dating: Using Your System Clock* in Chapter 3 for an explanation of the convenient <SYSTEM_DATE> variable name that merges the date from your system clock.

If InfoMerge isn't asking you to enter the value for <SYSTEM_DATE>, then the Merge and Print menu will appear to skip ahead to the description of the Merge and Print menu.

If InfoMerge is asking you for the <SYSTEM_DATE> value then:

1. Type in today's date
2. And press RETURN

You will be asked if what you just entered is correct.

To answer:

1. Check your calendar and press the Y key for yes or the N key for no

Or

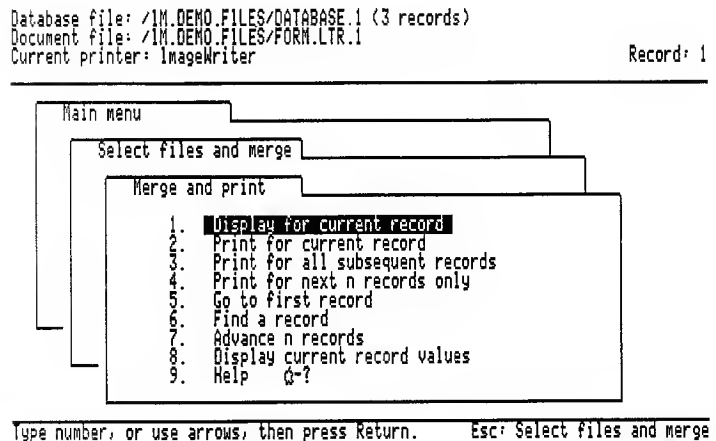
1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered No, then you can edit the value you entered.

Here are some handy keystrokes to know about when editing a global variable name entry:

1. Press the DELETE key to delete the character to the left of the cursor
2. Press the CONTROL and the X key to erase the entire line that the cursor is on
3. Press the CONTROL and the Y key to erase from the cursor to the end of the line that the cursor is on
4. Press the CONTROL and the R key to recover what you erased
5. Press the CONTROL and the E or I key to insert text to the left of the cursor. Press RETURN or BACKSPACE to get back into overstrike mode
6. Press the CONTROL and the N key to move the cursor to the end of the line
7. Press the CONTROL and the B key to move the cursor to the beginning of the line
8. Press the CONTROL and the F key to move the cursor to the next occurrence of the key you press right after you press the CONTROL and the F key
9. Press the CONTROL and the LEFT ARROW or RIGHT ARROW key to move the cursor one word to the left or right

Figure 2.11
Merge and Print Menu



When you've finished entering the value for the global variable name <SYSTEM_DATE>, the Merge and Print menu shown in Figure 2.11 will appear.

The Merge and Print menu lets you:

1. Display the document on the screen as it will be printed with the information merged from the current database record. Information that has been merged will be highlighted on the screen
2. Print the document using information from the current database record. You do this to check that all is well before you print out several botched copies of the document
3. Print merged documents using the information from each active database that comes after the current record
4. Print only a certain number of merged documents using information from a specified number of active database records that follow the current record

The next three options are for moving through the database file. This mobility is useful if you wish to locate a particular database record and then either begin printing from there, or just print a copy of that record. You will also find this mobility useful if your printer chews up a page and you have to resume printing at the place where your printer decided it was time for dinner.

5. Make the first active record in the database the current record. If database record selection criteria are in effect then the first active record may not be record #1 of the database
6. Search for a record containing a certain character string
7. Pass over a specified number of records in the database. If the database selection criteria are in effect, then some unselected records may be skipped as well as the specified number of selected records.
8. Ask for help

It's easy to choose one of the options on the Merge and Print menu:

1. Type the number preceding the desired option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Print for Current Record

InfoMerge requires you to check that the merge will work out as planned by sending only the first document to your printer before letting InfoMerge print the remaining records. You do this with the "Print for Current Record" option on the Merge and Print menu.

To print only the current record:

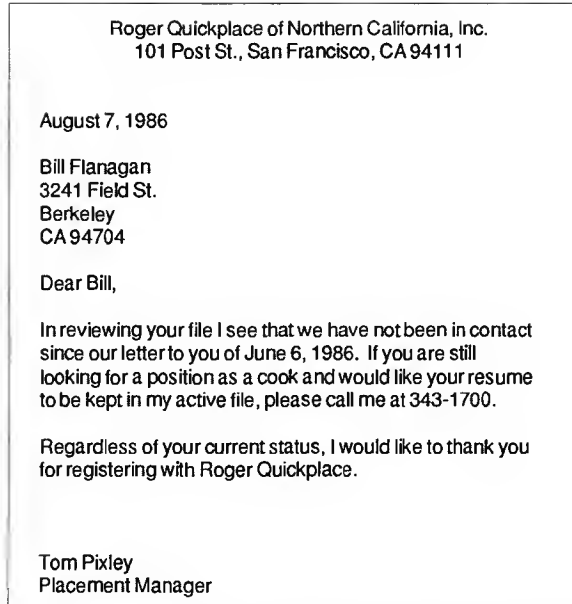
1. Type the number preceding the "Print for Current Record" option or use an ARROW key to move the highlighting cursor to the "Print for Current Record" option

2. And press RETURN

At this point, your printer will produce a merged document for the first record. If your printer is just sitting there, check to see if you've got the SELECT button on your printer in the correct position. You will then be returned to the Merge and Print menu.

Figure 2.12 shows what the first merged document should look like.

Figure 2.12
First Sample Merge Results



Roger Quickplace of Northern California, Inc.
101 Post St., San Francisco, CA 94111

August 7, 1986

Bill Flanagan
3241 Field St.
Berkeley
CA 94704

Dear Bill,

In reviewing your file I see that we have not been in contact since our letter to you of June 6, 1986. If you are still looking for a position as a cook and would like your resume to be kept in my active file, please call me at 343-1700.

Regardless of your current status, I would like to thank you for registering with Roger Quickplace.

Tom Pixley
Placement Manager

Print for All
Subsequent Records

If you're confident that the merge will work out correctly, and you want to let InfoMerge do its stuff to all of the remaining active database records, you will want to use the Print for All Subsequent Records option on the Merge and Print menu.

To print all subsequent records:

1. Type the number preceding the "Print for all Subsequent Records" option or use an ARROW key to move the highlighting cursor to the "Print for all Subsequent Records" option
2. And press RETURN

At this point, your printer should produce two more merged documents. If your printer is just sitting there, check to see if you've got the SELECT button on your printer in the correct position. When the merge is completed, you will be returned to the Merge and Print menu.

This is an example of a merge that features underlining and boldface type. All you have to do to achieve these effects is issue the required AppleWorks formatting commands from within AppleWorks. You don't do anything from within InfoMerge to get boldface and underlining.

The files that we'll be merging are named :

Word Processing Document
FORM.LTR.2

Database File
DATABASE.2

Figure 2.13 shows what the word processing file looks like.

Figure 2.13 FORM.LTR.2

```

USE DATABASE.2
      BS Enterprises, Ltd.
      Incorporated 1929

                                     <System_date>

<Name>
<Address>
<City>
<State> <ZIP>

Dear <Dear>,

Your investment of $<Am> in our Mutual Guaranteed Life
Fund on <Date> makes you eligible for further
investment in our "Good Pickings Plan". Your stated
goal of <stated_goal> is precisely our aim also. Our
representative, <our_rep>, will call, as requested,
around <Time_to_call>. Until then, dear <Dear>, we
remain,

Very truly yours,

Calvin S. Bloodsucker, Pres.
BS Enterprises, Ltd.

cc: <our_rep>
    
```

Check out the database file:

Figure 2.14 DATABASE.2

Name: Frederick Forsythe	Time to Call: 11:00 AM
Address: 1201 Bellvue Place	Dear: Mr Forsythe
City: Columbus	Amount Invested: \$50,000
State: OH	Date Invested: March 12, 1985
Zip: 43220	Stated Goal: security in golden years
Phone: 214-232-1291	
Name: Isabel Murdoch	Time to Call: 12:00 PM
Adress:	Dear: Mrs Murdoch
City: Crow's Caw	Amount Invested: 100,000
State: ID	Date Invested: May 5, 1985
Zip: 83702	Stated Goal: a house, a car and a yacht
Phone: 208-218-2341	

You probably have the hang of performing a merge by now. Just:

1. Press ESCAPE to get back to the Main menu
2. Choose the “Select Files and Merge” option from the Main menu
3. Use the “Select Word Processing Document” option from the Select Files and Merge menu to specify FORM.LTR.2 as the word processing document you want to merge. Press the Y key for yes or use an ARROW key to move the highlighting cursor to Yes when you are asked if you want the corresponding database file, DATABASE.2, to be automatically loaded
4. Select the “Merge and Print” option from the Select Files and Merge menu

InfoMerge is now searching the word processing document for any *global* variable names. The variable name is called global because the value you specify to replace each occurrence of the variable name will appear on each finished document.

If your computer has no system clock, you will be asked to enter the value for <SYSTEM_DATE>.

To enter the global value:

1. Type in today’s date
2. And press RETURN

You will be asked if what you just entered is correct.

To answer:

1. Check your calendar and press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered No, then you can edit the value you entered. Refer to page for some handy text editing keystrokes to help you edit the value you entered. No matter what’s in your computer, you will also have to enter the value for <OUR_REP>:

1. Make up a name or use your own
2. Type in the name and press RETURN

You will be asked if what you just entered is correct.

To answer:

1. Check your entry and press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

When you've finished entering the global variable name values, the Merge and Print menu will appear. Now:

1. Load paper into your printer and choose the "Print for Current Record" option from the Merge and Print menu to see how the first merge turns out. It should look something like this:

Figure 2.15
Second Sample Merge Results

BS Enterprises, Ltd.
Incorporated 1929

August 7, 1986

Frederick Forsythe
1201 Bellvue Place
Columbus
OH 43220

Dear Mr Forsythe,

Your investment of \$50,000 in our Mutual Guaranteed Life Fund on March 12, 1985 makes you eligible for further investment in our "Good Pickings Plan." Your stated goal of security in golden years is precisely our aim also. Our representative, Joe Smith, will call, as requested, around 11:00 AM. Until then, dear Mr Forsythe, we remain,

Very truly yours,

Calvin S. Bloodsucker, Pres.
BS Enterprises, Ltd.

cc: Joe Smith

2. Now choose the "Print for all Subsequent Records" option to complete the merge

Figure 2.16 LABELS

```
USE DATABASE.1
<Name>
<Address1>
<Address2>
<Address3>
```

Printing Labels

InfoMerge is great for printing labels. This example will show you how it's done. When you prepare labels on your own with InfoMerge, you may as well just use the LABELS tutorial file as your word processing document, and replace the USE DATABASE.1 code with the name of one of your own database files.

The files that we'll be merging are named :

<i>Word Processing Document</i>	<i>Database File</i>
LABELS	DATABASE.1

Figure 2.16 shows what the word processing file looks like.

The database file is shown in Figure 2.8.

This merge is just like all other merges, except you must set the "Automatic Form Feed" option to No so your printer will not advance your labels by 11" after printing each label.

1. Press ESCAPE to return to the Main menu
2. Choose the "Select Printer" option from the Main menu
3. Next select "Customize Printer" from the Select Printer menu

The Customize Printer menu will appear.

4. Choose the "Automatic Form Feed" option from the Customization menu
4. Type an N, or use an ARROW key to move the highlighting cursor to No
5. Press RETURN

Now:

1. Press ESCAPE twice to return to the Main menu
2. Choose the "Select Files and Merge" option from the Main menu
3. Use the "Select Word Processing Document" option from the Select Files and Merge menu to specify LABELS as the word processing document you want to merge. Press the Y key for yes or use an ARROW key to move the highlighting cursor to yes when you are asked if you want the corresponding database file, DATABASE.1, to be automatically loaded
4. Select the "Merge and Print" option from the Select Files and Merge menu

5. Load your mailing labels into your printer and choose the “Print for Current Record” option from the Merge and Print menu to see how the first merge turns out. See Figure 2.17.

Figure 2.17
Third Sample Merge Results

Bill Flanagan
3241 Field St.
Berkeley
CA 94704

6. Now choose the “Print for all Subsequent Records” option to complete the merge

Figure 2.18 LICENSE

REM Prepared by Alex, 12/1/85
REM Modified by Wendy, 3/4/86

-----Skip lines 3

^SOFTWARE LICENSE AGREEMENT^

^Zoom Software, Inc.^, hereby provides a license to
^<OTHER_COMPANY>^ to use, employ, modify and duplicate
- ^for in-house purposes only^ - the computer software
entitled ^<SOFTWARE_TITLE>^, which software performs the
following function:

<DESCRIPTION>

^Zoom Software, Inc.^ agrees to disclose to
^<OTHER_COMPANY>^ certain confidential information
pertaining to the operation of ^<SOFTWARE_TITLE>^ as may
be required for its use.

The agreement as herein represented shall remain
in effect for ^<DURATION>^ from <SYSTEM_DATE>.

(Sgd.)

Name: _____
<NAME1>
Position: _____
<POSITION1>
Company: Zoom Software, Inc.
Date: _____
<SYSTEM_DATE>

(Sgd.)

Name: _____
<NAME2>
Position: _____
<POSITION2>
Company: _____
<OTHER_COMPANY>
Date: _____
<SYSTEM_DATE>

Filling Out Forms

Have you ever had problems trying to get things done? Sometimes it seems that no matter what you're trying to do, you end up standing in line, or filling out forms, or both. If you work in an office where there's more than your fair share of forms to complete, you can use InfoMerge to complete those forms quickly and neatly.

What you'll do when using InfoMerge on your own is design your form with AppleWorks as a word processing document, inserting global variable names where you want to enter from the keyboard the information that changes from form to form. Then you specify this word processing document when you get InfoMerge going. You'll fill out the form by supplying from the keyboard all the values for each global variable name InfoMerge finds.

In the sample merge, you play the part of a lawyer who's putting together a software contract. We've designed a boilerplate contract that a lawyer could load in InfoMerge and fill out differently for each client.

The word processing document we'll be working with is named:

LICENSE

In this sample merge, we'll use a word processing document, but no database file. You'll be supplying all the merged information from the keyboard. The word processing file is shown in Figure 2.18.

Here's what you do:

1. Press ESCAPE to get back to the Main menu
2. Choose the "Select Files and Merge" option from the Main menu
3. Use the "Select Word Processing Document" option from the Select Files and Merge menu to specify LICENSE as the word processing document you want to merge. There is no corresponding database file. Each bit of merged information will be supplied by you through the keyboard
4. Select the "Merge and Print" option from the Select Files and Merge menu

InfoMerge is now searching the word processing document for global variable names. If you have no system clock in your computer, you will be asked to enter the value for <SYSTEM_DATE>. To do so, just enter today's date and press Y or N when InfoMerge asks if the date is correct. No matter what's in your computer, you will be asked to enter the value for <OTHER_COMPANY>.

To enter the global value:

1. Make up a name for a company and type it in on the keyboard
2. And press RETURN

You will be asked if what you just entered is correct.

To answer:

1. Check your spelling and press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered No, then you can edit the value you entered. Refer to page 2.21 for some handy text editing keystrokes to help you edit the value you entered.

When you've finished entering the value for the global variable name <OTHER_COMPANY>, you will be asked to enter the values for the following global variable names:

<SOFTWARE_TITLE>	<DESCRIPTION>
<DURATION>	<CURRENT_DATE>
<NAME1>	<POSITION1>
<NAME2>	<POSITION2>

To supply the value for <SOFTWARE_TITLE>, invent a name for a software product and enter it just like you entered the value for the first global variable name.

To supply the value for <DESCRIPTION>, invent a use for a software product and enter it just like you entered the value for the first global variable name.

To supply a value for <DURATION>, think of a certain amount of time in years and enter it just like you entered the value for the first global variable name.

To supply a value for <NAME1>, make up a name and enter it just like you entered the value for the first global variable name.

To supply a value for <POSITION1>, think of a position for a high-ranking executive and enter it just like you entered the value for the first global variable name.

To supply a value for <NAME2>, make up another name and enter it just like you entered the value for the first global variable name.

To supply a value for <POSITION2>, think of another position for a high-ranking executive and enter it just like you entered the value for the first global variable name.

When you have finished entering the values for the global variable names, you will see the Merge and Print menu. When you see the Merge and Print menu:

1. Load paper into your printer and choose the "Print for Current Record" option from the Merge and Print menu to see how the merge turns out. It should look something like this:

Figure 2.19
Fourth Sample Merge Results

SOFTWARE LICENSE AGREEMENT

Zoom Software, Inc., hereby provides a license to SoftWorks to use, employ, modify and duplicate - for in-house purposes only - the computer software entitled "SoftPerk", which software performs the following function:

Runs your coffee maker

Zoom Software, Inc. agrees to disclose to SoftWorks certain confidential information pertaining to the operation of SoftPerk as may be required for its use. The agreement as herein represented shall remain in effect for 90 years from August 7, 1986.

(Sgd.)	_____
Name:	Mrs. Olsen
Position:	President
Company:	Zoom Software, Inc.
Date:	August 7, 1986
(Sgd.)	_____
Name:	Mr. Whipple
Position:	Vice President
Company:	SoftWorks
Date:	August 7, 1986

Hey counselor, you just earned yourself about five hundred bucks for putting that contract together. Now you can drive the Ferrari home to your beach condominium and have a cold one to congratulate yourself for a good job!

**A Report Card
with Calculated Fields**

Okay Perry Mason, now that we've let you play the part of one of the most well-compensated professionals in the working world, we're going to let you play the part of one of the most underrated, undercompensated professionals in the working world: you're going to be a teacher!

The files that we'll be merging are named:

<i>Word Processing Document</i>	<i>Database File</i>
MATH.REPORT	MATH.3C

See Figure 2.20.

USE MATH.3C

Math Progress Report
Thomas Jefferson High School

This report covers the period 2/2/86 to <Date>.

Class: MATH 3C Teacher: Hugo Galois

Student name: <Name> Student ID: <ID>

Absences: <Absences> Late arrivals: <Late>

Achievement: <Ach> Conduct: <Cond>

> Effort: <Eff> Participation: <Part>

Fulfills assignments: <Fulfills>

Assignment completion points: <Ass._compl>

(<pts_possible> possible)

Completion points as percentage:

.2<Ass._compl>*100/<Pts_possible>%

Test scores:

Algebra: <Alg> Geometry: <Geometry>

Trigonometry: <Trig> Calculus: <Calc>

Average score: (<Alg>+<Trig>+<Geo>+<Calc>)/4

<Comment>

Average score rounded

to 0 decimal places: .0(<Alg>+<Trig>+<Geo>+<Calc>)/4

to 1 decimal place: .1(<Alg>+<Trig>+<Geo>+<Calc>)/4

to 2 decimal places: .2(<Alg>+<Trig>+<Geo>+<Calc>)/4

Average score rounded (and right-justified)

to 0 decimal places: 5.0(<Alg>+<Trig>+<Geo>+<Calc>)/4

to 1 decimal place: 5.1(<Alg>+<Trig>+<Geo>+<Calc>)/4

to 2 decimal places: 5.2(<Alg>+<Trig>+<Geo>+<Calc>)/4

Completion points as percentage rounded

to 0 decimal places: .0<Ass._compl>*100/<pts_possible>

to 1 decimal place: .1<Ass._compl>*100/<pts_possible>

to 2 decimal places: .2<Ass._compl>*100/<pts_possible>

to 3 decimal places: .3<Ass._compl>*100/<pts_possible>

to 4 decimal places: .4<Ass._compl>*100/<pts_possible>

Completion pts as percentage rounded (and right-justified)

to 0 decimal places: 8.0<Ass._compl>*100/<pts_possible>

to 1 decimal place: 8.1<Ass._compl>*100/<pts_possible>

to 2 decimal places: 8.2<Ass._compl>*100/<pts_possible>

to 3 decimal places: 8.3<Ass._compl>*100/<pts_possible>

to 4 decimal places: 8.4<Ass._compl>*100/<pts_possible>

Check out the database file:

Figure 2.21 MATH.3C

Name:	Broderick, Rose
ID:	4
Absences:	0
Late Arrivals:	2
Algebra:	39
Geometry:	55
Trigonometry:	80
Calculus:	69
Achievement:	B+
Conduct:	A-
Effort:	B
Participation:	B+
Fulfills Assignments:	B-
Ass. Completion Points:	82
Comments:	Good organizational skills. Algebra needs more attention.

In this sample merge, you're a teacher who's conducting a math class called Math.3C. At various times during the semester, you grade your students and print a report for the parents of the students.

As you can see from looking at the database file, you've maintained a pretty decent database. Each record consists of the student name, ID, number of times absent and late to date in the current semester, most recent scores on four math tests (algebra, geometry, trigonometry, and calculus), various grades (achievement, conduct, effort, participation and fulfillment of assignments), assignment points accumulated to date, and a comment. The word processing document allows for the printing of all this information, plus the following:

1. Current date, class name, and teacher name. These are non-database, or global variable names, so this information will be entered from the keyboard at the time the reports are generated.
2. Two calculated fields:
 - a. The student's assignment points expressed as a percentage of the possible points
 - b. And the average of the four test scores

What's a Calculated Field?

Here's the answer our mathematically inclined programmer gave us to this question:

"Numerical formulae which have numerical database fields as operands and which are evaluated to a number prior to printing"

But to you and me, a calculated field is simply a place in your word processing document that does some mathematics on a bunch of numbers merged from the database file, and then prints the result of the mathematics.

Before we perform the sample merge, here are a few things to remember about calculated fields when you create them on your own:

1. The general syntax of a calculated field is as follows:
 - a. Start with an AppleWorks Superscript Begin command (mandatory). You add this command to your word processing document from within AppleWorks by accessing the print options menu with the ⌘-O (that's Oh) keystroke
 - b. Follow with a number determining the length of the printed field (optional)
 - c. Then comes a decimal point followed by a digit determining the number of decimal places you want (optional)
 - d. Add a "\$" sign if you want (optional)
 - e. Now comes the arithmetical expression, which may consist of a single variable name
 - f. Finish with an AppleWorks Superscript End command (mandatory). You add this command to your word processing document from within AppleWorks by accessing the print options menu with the ⌘-O (that's Oh) keystroke.
2. The fields must consist of numbers merged from a database file. You can use five mathematical operations: +, -, *, /, and ^. Parenthesis and spaces may be included like this:

((<NUM1>+<NUM2>) / (<NUM3>-<NUM4>))^3

But don't worry about all that stuff right now; Chapter 3 will tell you about calculated fields in much more detail. Besides, the calculated fields have been taken care of for you in the files provided for the sample merge.

Okay teacher, let's perform the merge:

1. Press ESCAPE to get back to the Main menu
2. Choose the "Select Files and Merge" option from the Main menu
3. Use the "Select Word Processing Document" option from the Select Files and Merge menu to specify MATH.REPORT as the word processing document you want to merge. Press the Y key for yes or use an ARROW key to move the highlighting cursor to yes when you are asked if you want the corresponding database file, MATH.3C, to be automatically loaded
4. Select the "Merge and Print" option from the Select Files and Merge menu

InfoMerge is now searching the word processing document for global variable names. The first one it finds will be <CURRENT_DATE>.

This report covers the period 2/2/86 to 8/07/86.

Class: MATH 3C Teacher: Hugo Galois

Student name: Broderick, Rose Student ID: 4
Absences: 0 Late arrivals: 2
Achievement: B+ Conduct: A-
Effort: B Participation: B+
Fulfills assignments: B-

Assignment completion points: 82 (100 possible)
Completion points as percentage: 82.00%

Test scores:
Algebra: 39 Geometry: 55
Trigonometry: 80 Calculus: 69
Average score: 60.75

Good organizational skills. Algebra needs more attention.

Average score rounded:
to 0 decimal places: 61
to 1 decimal place: 60.8
to 2 decimal places: 60.75

Average score rounded (and right-justified):
to 0 decimal places: 61
to 1 decimal place: 60.8
to 2 decimal places: 60.75

Completion points as percentage rounded:
to 0 decimal places: 82
to 1 decimal place: 82.0
to 2 decimal places: 82.00
to 3 decimal places: 82.000
to 4 decimal places: 82.0000

Completion pts as percentage rounded (and right-justified):
to 0 decimal places: 82
to 1 decimal place: 82.0
to 2 decimal places: 82.00
to 3 decimal places: 82.000
to 4 decimal places: 82.0000

To enter the global value:

1. Check your calendar, type in the date on the keyboard
2. And press RETURN

You will be asked if what you just entered is correct.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered No, then you can edit the value you entered. Refer to page 2.21 for some handy editing keystrokes that you can use to edit the value.

When you've finished entering the value for the global variable name <CURRENT_DATE>, you will be asked to enter the values for the following global variable names:

<CLASS> <TEACHER'S_NAME>

To supply the value for <CLASS>, enter Math.3C just like you entered the value for the first global variable name.

To supply the value for <TEACHER'S_NAME>, invent a name, or use your own and enter it just like you entered the value for the first global variable name.

When you have finished entering the values for the global variable names, you will see the Merge and Print menu. When you see the Merge and Print menu:

1. Load paper into your printer and choose the "Print for Current Record" option from the Merge and Print menu to see how the first merge turns out. It should look something Figure 2.22.

Now:

5. Now choose the "Print for all Subsequent Records" option to complete the merge

Alright teacher, you've just completed the best report card period to date, so collect your shiny, red apples, fire up the Rambler, and head for home. You've still got a lot of papers to grade.

An Invoice with Calculated Fields

In the final merge, you're going to be selling software.

The files that we'll be merging are named :

Word Processing Document
INVOICE

Database File
CUSTOMERS

Here's what the word processing file looks like:

Figure 2.23 INVOICE

USE CUSTOMERS
INVOICE

Software 4U <Date>
123 Hilbert Crescent
Palo Verdes Invoice no. <Inv>
CA 91341

Billed to: Shipped to:
-----Group begin (enter forms mode from letter mode)

<Name> <Ship_name>
<Address> <Ship_addr>
<City> <Ship_city>
<State/ZIP> <Ship_state/ZIP>

Item	Quantity	Unit price	Price
<Item_1>	5<Qty_1>^	^7\$<Price_1>^	^13\$<Qty_1>*<Price_1>^
<Item_2>	5<Qty_2>^	^7\$<Price_2>^	^13\$<Qty_2>*<Price_2>^
<Item_3>	5<Qty_3>^	^7\$<Price_3>^	^13\$<Qty_3>*<Price_3>^
<Item_4>	5<Qty_4>^	^7\$<Price_4>^	^13\$<Qty_4>*<Price_4>^
Subtotal			^13\$<Qty_1>*<Price_1>+ <Qty_2>*<Price_2>+<Qty_3>*<Price_3>+<Qty_4>*<Price_4>^
Tax <Tax>			^13\$(<Qty_1>*<Price_1>+ <Qty_2>*<Price_2>+<Qty_3>*<Price_3>+<Qty_4>*<Price_4>)*<Tax>/100^
P & H			^13\$<P&H>^
Total			^13\$(<Qty_1>*<Price_1>+ <Qty_2>*<Price_2>+<Qty_3>*<Price_3>+<Qty_4>*<Price_4>)*(1+<Tax>/100)+<P&H>^
<Terms>			
<Comment>			

Check out the database file:

Figure 2.24 CUSTOMERS

Name: Amy Fussbar	Qty 1: 1
Address: 324 Mondover Dr.	Item 2:
City:	Price_2:
State/Zip: WY 82601	Qty 2:
Ship Name: Hedonist's SIG	Item 3:
Ship Address: 9209 McKinley St.	Price 3:
Ship City: Casper	Qty 3:
Ship State/zip: WY 82609	Item 4:
Invoice_no.: 2110	Price 4:
Date: October 10,	Qty 4:
Date Shipped: October 10, 1986	Tax:
Shipped Via	P&H: 2.00
Item 1: Dr Joy's Guide	Terms: Terms: 30 days
Price 1: 79.95	Comments:

The word processing document allows for the printing of all the database information shown in Figure 2.24, plus the following results of calculated fields:

1. Subtotal
2. Total

Okay, let's perform the final merge:

1. Press ESCAPE to get back to the Main menu
2. Choose the "Select Files and Merge" option from the Main menu
3. Use the "Select Word Processing Document" option from the Select Files and Merge menu to specify INVOICE as the word processing document you want to merge. Press the Y key for yes or use an ARROW key to move the highlighting cursor to yes when you are asked if you want the corresponding database file, CUSTOMERS, to be automatically loaded
4. Select the "Merge and Print" option from the Select Files and Merge menu

InfoMerge is now searching the word processing document for global variable names. There are no global variable names, so you will see the Merge and Print menu. When you see the Merge and Print menu:

1. Load paper into your printer and choose the "Print for Current Record" option from the Merge and Print menu to see how the first merge turns out.

It should look something like this:

Figure 2.25
Final Sample Merge Results

INVOICE			
Software 4U 123 Hilbert Crescent Palo Verdes CA 91341		October 10, 1986 Invoice no. 2110	
Billed to:		Shipped to:	
Amy Fussbar 324 Mondover Dr. Casper WY 82601		Hedonist's SIG 9209 McKinley St. Casper WY 82609	
Item	Quantity	Unit price	Price
Dr.Joy's Guide	1	\$79.95	\$79.95
		Subtotal	\$79.95
		Tax	\$0.00
		P & H	\$2.00
		Total	\$81.95
Terms: 30 days			
Enjoy!			

Now:

5. Now choose the "Print for all Subsequent Records" option to complete the merge

Thanks for Joining the Tour

Good job! You made it to the end of the tour with the rest of us. Hopefully you didn't get separated from the tour too many times. If you did, just blame it on the tour guide.

Where to from Here?

It would be a good idea to read the next three chapters before you use InfoMerge on your own because there are some useful features that we didn't have time to learn about on the tour. Go to it, and have fun.

Chapter 3

Getting Your Files Ready

Getting your files ready for InfoMerge is simple. This chapter will fill you in on:

- Database file preparation
- Word processing document preparation and stunts
- Database and word processing document storage

Database File Preparation

There are five sample databases included on the InfoMerge Tutorial disk. They are named CUSTOMERS, DATABASE.1, DATABASE.1A, DATABASE.2, and MATH.3C.*

InfoMerge works with ordinary AppleWorks database files. There are no restrictions beyond those imposed by AppleWorks itself, and there is no restriction, besides physical storage space, on the number of records in the database file.

After you've prepared your database file, you might print out a full record from the file, or make a note of the category names. This way, you'll have a list of the database category names you can insert in your word processing document.

Word Processing Document Preparation

There are nine sample word processing documents included on the InfoMerge Tutorial disk. They are named FORM.LTR.1, FORM.LTR.1A, FORM.LTR.2, INVOICE, LABELS, LICENSE, MATH.REPORT, MATH.RPT.EPSON, and MATH.RPT.IMAGWR.*

*NOTE

*If you took the tour in Chapter 2, then you're already familiar with some of these files. If you didn't take the tour, then you can load these database files and word processing documents to your AppleWorks desktop and take a look if you like. These files are also shown in some of the figures in Chapter 2.

The word processing document is created using the AppleWorks word processor. It can be up to 3K in length. Not all the AppleWorks formatting commands are supported by InfoMerge. The following commands are supported:

Left Margin	Right Margin
Top Margin	Bottom Margin
Platen Width	Paper Length
Centered	Unjustified
Skiplines	New Page
Boldface Begin	Boldface End
Underline Begin	Underline End
Subscript Begin	Subscript End

You can redefine any of the printer control code sequences from within InfoMerge to suit your own purposes. For example you will see in the next chapter that you could redefine the AppleWorks Underline Begin and Underline End to mean Condensed On and Condensed Off. It's up to you.

When you create a word processing document to use with InfoMerge, you need to insert items into your AppleWorks word processing document where you want InfoMerge to place the information from your database file.

The items that you insert in your word processing document are called *variable names*. There's not that much to remember about variable names:

1. A variable name is framed by < and >. So a variable name looks like this: <NAME>
2. There are two kinds of variable names:

A *database variable name* corresponds to and is replaced by the values next to a category name in the records of your AppleWorks database file. If, for example, your database file records contain CONTRIBUTORS as a category name, then you could insert the database variable name <CONTRIBUTORS> or an abbreviation like <CONTRIB> into your word processing document and the information next to the category name CONTRIBUTORS in each successive record of your database file would replace each occurrence of the database variable name <CONTRIBUTORS> in each successive word processing document.

A *global variable name* corresponds to and is replaced by a value that you enter from the keyboard just prior to the merge. When you perform a merge, InfoMerge searches the specified database file for each variable name it finds in the word processing document. If InfoMerge doesn't find the variable name in the specified database file, then it lets you furnish from the keyboard the information you want merged into the word processing document. A typical global variable name is <TODAY'S_DATE>. The global value you specify to replace each occurrence of the global variable name in the word processing document will appear on each InfoMerge document.

3. A variable name of two words or more is held together by underscores like this, <LAST_NAME>. This is done to keep the variable name on one line in the word processing document. Don't worry about putting underscores in your database file. Underscoring only applies to your word processing document.
4. Occasionally an variable name can be used in a centered heading with pleasing results, but generally, variable names should not be used in centered text.

Word Processing Document Formatting Stunts

Autoloading Database Files: The USE x Code

If you would like to load a database file automatically when you load a word processing document to use with InfoMerge, all you have to do is enter the following code as the first line of your word processing document when creating your word processing document:

USE x (*x is equal to the name of the database file*)

If the full pathname of the database file is not used, then InfoMerge will look for the database file in the current directory. Refer to Appendix B for a refresher on ProDOS Pathnames. Take a look at the sample form letter word processing documents on the InfoMerge Tutorial disk to see how the USE x code looks. These files are also shown in some of the figures contained in Chapter 2.

When the document file is selected, InfoMerge reads the name of the database file and asks you to confirm its selection. You give the go ahead, and InfoMerge loads the database file automatically. If you don't give the go ahead, then you can select another database file manually. This automation frees you from having to remember which database files correspond to your various word processing documents. It also saves you some time. Don't worry if your word processing document contains a USE code for a database file you don't want to use. You can always select a new database file manually.

Calculated Fields

What's a *calculated field*? Those of you who took the tour in Chapter 2 have already heard our programmer's formal answer to this question:

"Numerical formulae which have numerical database fields as operands and which are evaluated to a number prior to printing"

But to you and me, a calculated field is simply a place in your word processing document that does some mathematics on a bunch of numbers merged from the database file, and then prints the result of the mathematics.

Here's how to include calculated fields when you create a word processing document for use with InfoMerge:

1. Start with the AppleWorks command for Superscript Begin. You add this command to your word processing document from within AppleWorks by accessing the print options menu with the ⌘-O (that's Oh) keystroke

^5.3\$<NUM1>+<NUM2>^

2. Follow with a number determining the length of the printed field (optional)

`^5.3$<NUM1>+<NUM2>^`

3. Then comes a decimal point followed by a digit determining the number of decimal places you want (optional). Numbers greater than or equal to 1000 are formatted with commas separating the thousands. Calculated field values are rounded up or down so if you want two decimal places, a value of 2.446, for example, will be printed as 2.45, and a value of 2.444 will be printed as 2.44

`^5.3$<NUM1>+<NUM2>^`

4. Add a “\$” sign if you want (optional). If you add a dollar sign, InfoMerge will assume you want two decimal places

`^5.3$<NUM1>+<NUM2>^`

5. Now comes the arithmetical expression, which may consist of a single variable name (mandatory). You can use five mathematical operations: + (addition), - (subtraction), * (multiplication), / (division), and ^ (exponentiation)

`^5.3$<NUM1>+<NUM2>^3^`

The “^”s at the beginning and end of the expression above represent the AppleWorks Superscript Begin and End commands. The ^3 is an example of exponentiation.

6. Finish with an AppleWorks Superscript End command (mandatory). You add this command to your word processing document from within AppleWorks by accessing the print options menu with the ⌘-O (that’s Oh) keystroke.

`^5.3$<NUM1>+<NUM2>^`

7. The numbers to be operated on must be values of variable names. These may be either database or global variable names. A blank value is permitted, but a non-numeric value, an unclosed parenthesis, or an otherwise illegal expression will cause InfoMerge to cease printing for the current record, and either return to the previously displayed record or continue printing with the next record. Parentheses and spaces may be included like this:

`^((<NUM1>+<NUM2>) / (<NUM3>-<NUM4>))^`

When InfoMerge encounters a calculated field, InfoMerge looks first for a number immediately following the Superscript Begin command which may be present to determine the length of the printed field. InfoMerge then looks for a decimal point followed by a digit which may be present to determine the number of decimal places. Finally, InfoMerge looks for a dollar sign which may be present to print the result in the dollars and cents format. Therefore, if the initial term in the arithmetic expression is an unsigned digit and it is not preceded by a dollar sign, then the expression should be

enclosed in parentheses so that InfoMerge will not read the first digit as part of the printed field specification.

For example, if a field represents ten times the value of <VALUE>, then instead of $^{10*}<VALUE>^$, use $^{(10*}<VALUE>)^$. If you wanted the value to be printed in exactly ten spaces, then use $^{10(10*}<VALUE>)^$. If you wanted ten spaces and three decimal places, then use $^{10.3(10*}<VALUE>)^$. Finally, if you wanted the result to be printed as a dollar amount in ten spaces, then use $^{10\$10*}<VALUE>^$ or $^{10\$(10*}<VALUE>)^$.

Good with Numbers, But Not a Nerd

InfoMerge has intelligence and tact. You can use calculated fields to align columns of numbers tastefully. This use of calculated fields is demonstrated in the final sample merge in Chapter 2. Columns of numbers which are not dollar amounts may be aligned properly by including a specification for the number of decimal places. For example:

```
^{12.3<VALUE_1>}^  
^{12.3<VALUE_2>}^  
^{12.3<VALUE_3>}^
```

This example would print the results one above the other, with each value showing three decimal places and occupying twelve places on the screen. This use of InfoMerge proves its value as a database publisher. InfoMerge serves as a wonderful replacement of the AppleWorks database formatting options.

Take a look at the sample report card word processing document, MATH.3C, and the sample invoice word processing document, INVOICE, on the InfoMerge Tutorial disk to see how calculated fields are inserted in word processing documents. These files are also shown in Figures 2.21 and 2.23 contained in Chapter 2.

Keeping Items Lined Up: Group Begin/End

You may have columns in your word processing document that need to be lined up correctly for good looks. In addition to using calculated fields as discussed above, you can use the AppleWorks formatting commands for Group Begin and Group End to keep things lined up. Consider the following lines from a sample word processing document in Chapter 2:

```
Student Name: <NAME>      Student ID:  <ID>  
Absences:      <ABSENCES>  Late Arrivals: <LATE>
```

The author of this document wants these items to be lined up as shown. But if the variable names are simply replaced by the database category values, there is no guarantee that "Student ID" and "Late Arrivals" will still line up, because the number of characters to be inserted from the database for <NAME> and <ABSENCES> is anybody's guess. However, inserting an AppleWorks Group Begin command at the line above "Student Name," and an AppleWorks Group End command at the line below "Absences" will ensure that the text lines up correctly.

You insert the Group Begin/End command from within AppleWorks by accessing the print option menu with ⌘-O (that's Oh) keystroke. If you want to see what the code looks like when inserted into a document, load the InfoMerge Tutorial word processing document, MATH.3C, from your COPY of the InfoMerge Tutorial disk to the AppleWorks desktop and press

⌘-Z (for zoom), the AppleWorks keystroke used to display any print options that have already been inserted.

Making Remarks to Yourself: The REM Code

If you own a computer long enough, sooner or later you're going to start talking to yourself so you might as well start now. InfoMerge lets you make non-printing remarks to yourself in your word processing documents that only you will see. InfoMerge ignores remarks completely. They are purely for your convenience. A remark is any line which begins with REM followed by a space.

To insert a non-printing remark in your word processing document:

1. Start the line with REM, a space, and continue typing your remark

You can see how a remark looks when inserted in a word processing document by loading the file FORM.LTR.1A from the InfoMerge Tutorial disk to the AppleWorks desktop. The remark is found at the second line of the file.

Fancy Print: Embedded Printer Control Codes

InfoMerge lets you produce special printing effects like boldface type and underlining by embedding your printer's control codes in your word processing documents. This allows you to control line spacing, and to use such fonts as elite, pica, and italics, provided that you know the appropriate control codes for your printer.

Printer control codes are embedded in an AppleWorks word processing document by using a "printer command line."

Here's what you need to know about printer command lines:

1. A printer command line must be flush against the left margin
2. A printer command line must begin with >PR: (this means "send to the printer")
3. The >PR: in a printer command line is immediately followed by the decimal equivalents of the control codes to be sent, separated by colons like this (see Figure 3.1 below for an ASCII Chart that will help you find the decimal equivalents of the printer control codes):

```
>PR:15  
>PR:27:48  
>PR:27:45:0  
>PR:27:70:27:87:1
```

4. A printer command line can contain a brief note on the same line as the control codes, but the note cannot begin with a digit. For example:

```
>PR:15 turn condensed on  
>PR:27:48 (8 lines/inch)
```

Figure 3.1
ASCII Character Chart

Hex	Dec	Key	Hex	Dec	Key
00	0	CONTROL @	40	64	@
01	1	CONTROL A	41	65	A
02	2	CONTROL B	42	66	B
03	3	CONTROL C	43	67	C
04	4	CONTROL D	44	68	D
05	5	CONTROL E	45	69	E
06	6	CONTROL F	46	70	F
07	7	CONTROL G	47	71	G
08	8	CONTROL H	48	72	H
09	9	CONTROL I	49	73	I
0A	10	CONTROL J	4A	74	J
0B	11	CONTROL K	4B	75	K
0C	12	CONTROL L	4C	76	L
0D	13	CONTROL M	4D	77	M
0E	14	CONTROL N	4E	78	N
0F	15	CONTROL O	4F	79	O
10	16	CONTROL P	50	80	P
11	17	CONTROL Q	51	81	Q
12	18	CONTROL R	52	82	R
13	19	CONTROL S	53	83	S
14	20	CONTROL T	54	84	T
15	21	CONTROL U	55	85	U
16	22	CONTROL V	56	86	V
17	23	CONTROL W	57	87	W
18	24	CONTROL X	58	88	X
19	25	CONTROL Y	59	89	Y
1A	26	CONTROL Z	5A	90	Z
1B	27	CONTROL [5B	91	[
1C	28	CONTROL \	5C	92	\
1D	29	CONTROL]	5D	93]
1E	30	CONTROL ^	5E	94	^
1F	31	CONTROL _	5F	95	_
20	32	SPACEBAR	60	96	`
21	33	!	61	97	a
22	34	"	62	98	b
23	35	#	63	99	c
24	36	\$	64	100	d
25	37	%	65	101	e
26	38	&	66	102	f
27	39	,	67	103	g
28	40	(68	104	h
29	41)	69	105	i
2A	42	*	6A	106	j
2B	43	+	6B	107	k
2C	44	,	6C	108	l
2D	45	-	6D	109	m
2E	46	.	6E	110	n
2F	47	/	6F	111	o
30	48	0	70	112	p
31	49	1	71	113	q
32	50	2	72	114	r
33	51	3	73	115	s
34	52	4	74	116	t
35	53	5	75	117	u
36	54	6	76	118	v
37	55	7	77	119	w
38	56	8	78	120	x
39	57	9	79	121	y
3A	58	:	7A	122	z
3B	59	;	7B	123	{
3C	60	<	7C	124	
3D	61	=	7D	125	}
3E	62	>	7E	126	~
3F	63	?	7F	127	DEL

5. A control code which cancels a control code that was issued to change character spacing must be followed by a blank line. If not, the succeeding line may not be positioned correctly. For instance, the third line in the example below should be followed by a blank line in the word processing document:

```
>PR:15 turn condensed on  
This represents the condensed text  
>PR:27:48 (8 lines/inch)
```

Don't worry about the printer command line showing up or leaving a space in your final InfoMerge document; printer command lines are skipped by InfoMerge during printing.

There are two documents included on the InfoMerge Tutorial disk that illustrate the use of printer control codes. They are called MATH.REPORT.EPSON and MATH.REPORT.IMAGWR. You can do at least two things with these files to learn more about printer command lines:

1. Load them up to your AppleWorks desktop and take a look at them
2. And load them into InfoMerge and perform a merge. The accompanying database will load automatically if you confirm its use by pressing Y. If you have an Epson, load the MATH.REPORT.EPSON file, and if you have an ImageWriter, load the MATH.REPORT.IMAGWR file

Computer Dating: Using Your System

If you have a system clock, then you're in luck. You can insert the variable Clockname <SYSTEM_DATE> in your word processing document, and InfoMerge will replace this variable name with the date as read from the system clock during the merge. You control the format of the date with the Date Format option on the Customization menu (see Chapter 4 for an explanation of the date format option). If a clock is not present or recognized, then InfoMerge will treat <SYSTEM_DATE> as a global variable name that you will replace with a value from the keyboard. Notice also that if you have a system clock, the main menu displays the date and time.

Printer Special Effects: Subscript Begin/End

As you will see in Chapter 4, InfoMerge allows you to use your printer's special effects that are not supported by AppleWorks. You could, for example, have each bit of merged information printed in red if you had a color printer. This technique will be explained in more detail in the *Control Codes* section of Chapter 4, but for now you should know that using your printer's special effects that are not supported by AppleWorks is a two step process:

1. You use AppleWorks to insert the AppleWorks Subscript Begin command into the word processing document where you want the special effect to begin, and you use AppleWorks to insert the AppleWorks Subscript End command into the word processing document where you want the special effect to end
2. Then you use InfoMerge and the user guide that came with your printer to enter the control codes that produce your printer's special effect into the Special Effects Control Code section of the InfoMerge control code menu (this will be explained in more detail in the Control Codes section of Chapter 4)

When you perform the merge, InfoMerge replaces each AppleWorks Subscript Begin/End command sequence it finds in the specified word processing document with your printer's special effect control code sequence. This means you'll see your special effect in the printed document wherever you issued the AppleWorks Subscript Begin/End command sequence.

Pause at Each Page

InfoMerge recognizes the AppleWorks command for Pause at Each Page, so if you issued a Pause at Each page command from within AppleWorks when you created your word processing document, and you then load the same document into InfoMerge, InfoMerge will recognize the pause at each page command. If you want to add a pause at each page, you can do so from within InfoMerge. See *Pause at Each Page* in Chapter 4 for instructions on how to add a pause at each page from within InfoMerge.

File Storage

InfoMerge is constantly trying to do things as efficiently as possible. When you wish to specify the database or the word processing document for InfoMerge to work with, InfoMerge will ask you where the files are located. Unless you tell it to search elsewhere, InfoMerge will search the current directory when it looks around for the files it needs throughout a session. Initially, the current directory is the InfoMerge disk or high capacity disk directory containing the InfoMerge software. If you tell InfoMerge to use another directory, the directory you tell it to use becomes the current directory and remains so until changed.

You should not store your database and word processing documents on your COPY of the InfoMerge disk because there is very little space available on the disk. Of course if you're storing InfoMerge in a hard disk, then you can keep your database files and word processing documents in the same subdirectory. This way, InfoMerge will find and merge your files most quickly. InfoMerge is completely adaptable; if you want to create a separate disk or subdirectory solely for the files you want to merge, go for it.

Chapter 4

Using InfoMerge

Now that you know how to prepare your database and word processing documents, you're ready to use InfoMerge. This chapter will:

- Help you make a working copy of InfoMerge
- And teach you how to use InfoMerge

Making a Working Copy of InfoMerge

The InfoMerge disk we provided you will not work because it is write-protected. You can see that the disk is write-protected because it has no notches on its sides. We provided you with a write-protected disk to protect your investment.

Before you do anything with InfoMerge, please use Central Point Software's Copy II Plus, the Apple IIc System Utilities, the Apple IIe ProDOS Filer, or any ProDOS copy routine to make a copy of the original InfoMerge disk. Put the original disk in a safe place and use the copy as your work disk.

If you have a high capacity disk, create a subdirectory and copy all the files from the original InfoMerge software disk to the high capacity disk subdirectory. If you plan to use the InfoMerge Tutorial files as stencils for some of your own work, then copy the files from the InfoMerge Tutorial disk to the high capacity disk subdirectory as well.

Do not cover the notches on your work disk with write-protect tabs. If somebody uses your work disk as a Frisbee, or as a doily for tea, you will be able to replace it by making another copy of the original disk.

Booting InfoMerge

Booting a program means to get it started and ready for use.

To boot InfoMerge:

1. Place your COPY of the InfoMerge disk in drive one of your computer
2. And turn on your computer

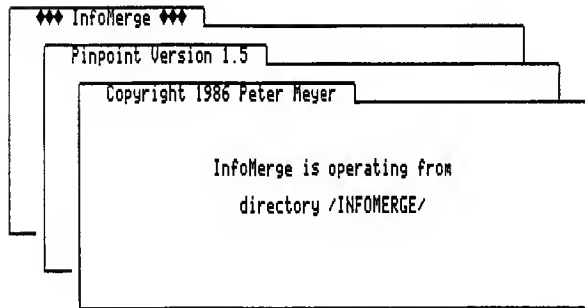
Or, if your computer is already turned on:

1. Place your COPY of the InfoMerge disk in drive one of your computer

2. And press CONTROL-C-RESET (this is called a “warm-boot”)

After a short while, the Opening screen will appear.

Figure 4.1 Opening Screen



The Opening screen tells you the name of the current directory. Initially, the current directory is the ProDOS directory that InfoMerge is in. Once you tell InfoMerge to use another directory, then the directory you specify will become the current directory and will remain so until you tell InfoMerge to use another directory. InfoMerge will save time by looking in the current directory first for the files it needs throughout the session. After telling you the name of the current directory, this screen will ask you to wait a moment while the Main menu is being loaded.

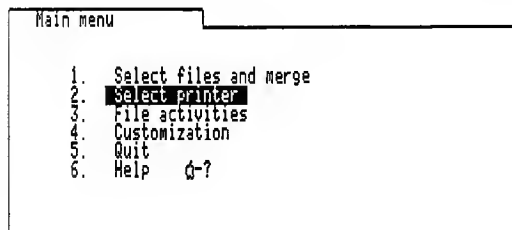
The Main menu guides you to the part of InfoMerge that lets you:

1. View, select, and merge database files and word processing documents
2. Set up your printer for InfoMerge
3. List all the files on a disk, save InfoMerge work you've done so far if you want to bail out before finishing, load unfinished InfoMerge work you want to finish, or deselect a database file or word processing document that you previously specified
4. Tell InfoMerge how many copies to print for each record, or in which format you'd like to merge the dates that come from the database file, and suppress blank lines, or turn off the sound effects if a beeping computer makes you nervous
5. Forget the whole thing
6. And ask for help if this manual isn't cutting it

Figure 4.2 Main Menu

Database file: not specified
Document file: not specified
Current printer: not specified

♦♦♦ InfoMerge ♦♦♦
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Pinpoint Publishing



Type number, or use arrows, then press Return.

It's easy to choose one of the options on the Main menu:

1. Type the number preceding the option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Printer Selection: Printer or Disk File?

If you're using InfoMerge for the first time, the first thing you should do after booting InfoMerge is get your printer ready with the "Select printer" option. This way, you and InfoMerge will be ready to do anything without having to worry about your printer. InfoMerge lets you choose to print to a printer or to a disk file. Most people choose to print to a printer. If you want to print to a printer, then skip ahead to the section entitled *Choosing a Printer*. But if you want to print to a disk file, then follow the directions below entitled *Printing to Disk*.

Printing to Disk

Normally, InfoMerge will be used to print merged copies of the document directly to your printer. There are, however, those of you out there who are always trying to do offbeat things with your computers. We get a kick out of people like you and want to keep your options open. So if you'd like to print your merged documents to disk, we'll show you how. But before we get down to specific instructions about printing to disk, here is some general information.

Output to disk is accomplished by specifying "Print to Disk" and supplying a filename at the Select Printer menu. You may then access the Customize Printer menu to turn off the form feed option. If the form feed is in effect, then each copy of the document in the file will be terminated by a form feed character (\$0C). All other printer control codes except carriage returns (\$0D) are stripped from the documents before writing the documents to the disk file. Given enough memory, the textfile containing all the printed to disk documents can be read by AppleWorks if needed. Now here are the specifics on printing to disk.

To print to disk:

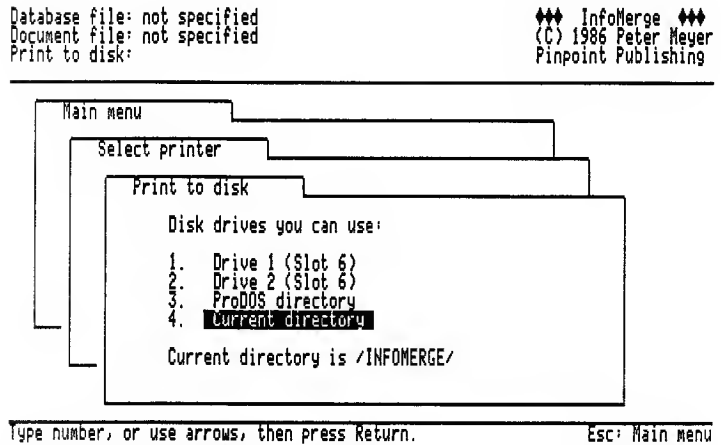
1. Choose the “Select printer” option from the Main menu (please see Figure 4.2)

You will see the Select Printer menu. The Select Printer menu offers you a list of printers to choose from. It also lets you print to a disk file if you want.

1. Type the number preceding “Print to Disk,” or use an ARROW key to move the highlighting cursor to “Print to Disk”
2. And press RETURN

The Disk Drives menu will appear.

Figure 4.3
Disk Drives Menu



This menu gives you a choice of locations to print your disk file to. The default setting is the current directory. You'll be seeing a lot of this menu in InfoMerge.

To choose a location:

1. Type the number preceding the desired location, or use an ARROW key to move the highlighting cursor to the desired location
2. And press RETURN

If you chose the “ProDOS directory” option, then:

1. Type the new ProDOS directory at the bottom of the screen
2. And press RETURN

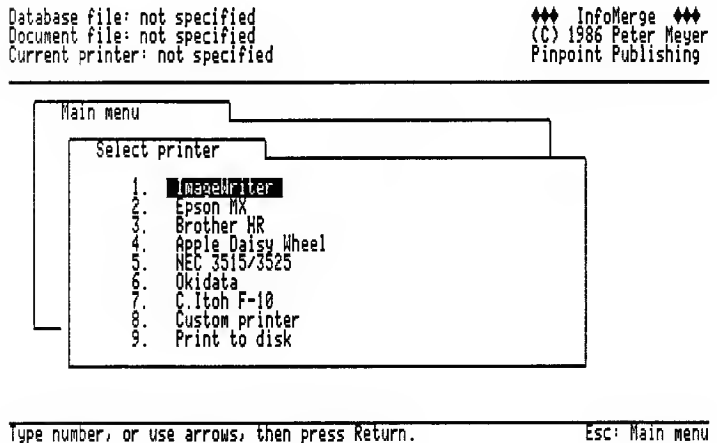
You will be asked to enter the pathname of the print-to-disk file at the bottom of the screen (take a look at Appendix C for a refresher on ProDOS pathnames).

To enter the pathname:

1. Type the pathname at the bottom of the screen
2. And press RETURN

You will be returned to the Printer Selection menu. InfoMerge strips all control codes except carriage returns and automatic form feeds from the merged documents you print to disk. If want to turn off the form feed option, then skip ahead to the section entitled *Automatic Form Feeds*, and follow the directions there. When you are satisfied with your print to disk, press ESCAPE to get back to the Main menu and proceed as for ordinary printer output (refer to the section entitled *Select Files and Merge*, and the subsequent related sections).

Figure 4.4
Select Printer Menu



Choosing a Printer

As you can see by examining the Select Printer menu, InfoMerge comes ready to work with several popular printers. Don't develop a persecution complex if your printer is not included on the Printer Selection menu; you can make InfoMerge work with your printer by choosing custom printer, or by replacing one of the printers on the list with your printer.

If you choose to replace a listed printer with your printer, you will have to tell InfoMerge about your printer's control codes. No matter what printer you use, you can tailor InfoMerge to respond best to your printing needs by specifying slot position, print-pause, and form feed requirements. Here's how to do all these things.

To choose a printer:

1. Choose the "Select printer" option from the Main menu (please see Figure 4.2)

You will see the Select Printer menu shown in Figure 4.4.

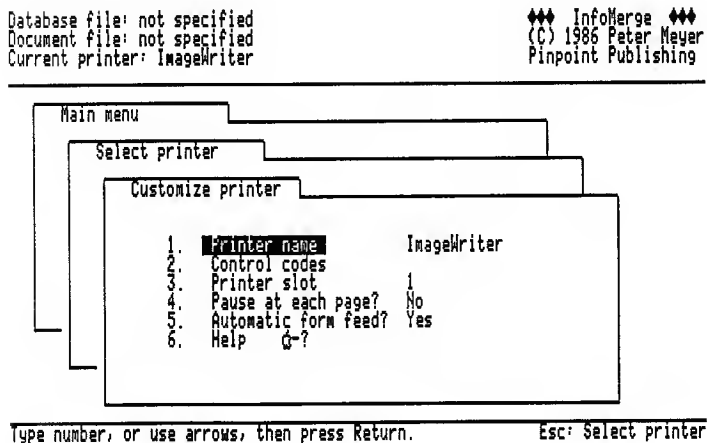
The Printer Selection menu offers you a list of printers to choose from. It also lets you print to a disk file if you want.

1. Type the number preceding the desired printer or use an ARROW key to move the highlighting cursor to the desired printer
2. And press RETURN

If your printer is not listed, choose custom printer, or choose the printer that you want replaced by your printer.

Upon choosing a printer, the Customize Printer menu will appear.

Figure 4.5
Customize Printer Menu



Usually you'll use the Customize Printer menu to change printer control code sequences, so you may never need to use this menu if your printer is included on the Printer Selection menu because the control code sequences are already supplied for listed printers. You will have to access the Customize Printer menu initially, however, to specify a different slot location if your printer is not connected to slot 1, or to use the pause at each page option if you're printing on single, separate sheets of paper without a single sheet paper feeder. The Customize Printer menu helps you customize the printer you've selected by letting you:

1. Change the printer name if you want to add your printer to the Select Printer menu
2. Change the selected printer's printer setup, boldface begin, boldface end, underline begin, and underline end control codes, and produce your printer special effects that are not supported by AppleWorks within your InfoMerged documents (see the section below entitled *Special Effects* for complete details)

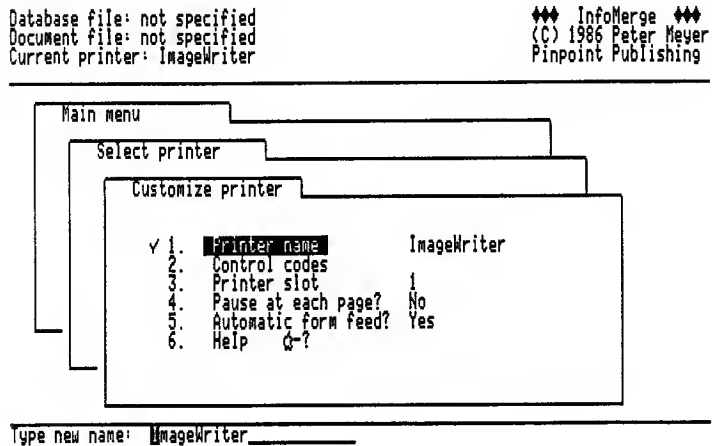
3. Specify a different printer slot location if your printer is not in slot 1
4. Specify that you want the printer to pause at the start of each page so you can insert single sheets if you're not using continuous paper or a single sheet paper feeder
5. Specify if you want an automatic form feed after each copy of the document is printed
6. And ask for help if you've lost this user guide

To choose an option from the Customize Printer menu:

1. Type the number preceding the desired option or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Now we'll explain each option on the Customize Printer menu in more detail.

Figure 4.6
"Type New Name" Prompt



Changing the Printer Name

If you decided to go for that fifty dollar ImageWriter clone you saw in the itty bitty advertisement in the back of your favorite computer magazine, you probably won't find it on the the Printer Selection menu. If your printer is not listed, you can use the "Printer Name" option to add it to the InfoMerge list by replacing one of the listed printers with the name of your printer. You will then have to proceed through the rest of the Individual Printer menu to tell InfoMerge more about your printer than just its name.

To change a printer name:

1. Select a printer with the "Select Printer" option on the Main menu
2. Choose the "Printer Name" option from the Customize Printer menu (please see Figure 4.5)

The “Type New Name” prompt will appear at the bottom of the screen. See Figure 4.6.

Notice that the cursor is waiting there for you to enter the new printer name.

To enter the new name:

1. Type the new printer name
2. And press RETURN

Keystrokes for Entering a Printer Name

Here are some handy keystrokes to know about when entering a new printer name:

1. Press the DELETE key to delete the character to the left of the cursor
2. Press the CONTROL and the X key to erase the entire line that the cursor is on
3. Press the CONTROL and the Y key to erase from the cursor to the end of the line that the cursor is on
4. Press the CONTROL and the R key to recover what you erased
5. Press the CONTROL and the E or I key to insert text to the left of the cursor. Press RETURN or BACKSPACE to get back into overstrike mode
6. Press the CONTROL and the N key to move the cursor to the end of the line
7. Press the CONTROL and the B key to move the cursor to the beginning of the line
8. Press the CONTROL and the F key to move the cursor to the next occurrence of the key you press right after you press the CONTROL and the F key
9. Press the CONTROL and the LEFT ARROW or RIGHT ARROW key to move the cursor one word to the left or right

When you are finished entering the new printer name:

1. Press ESCAPE to get back to the Customize Printer menu

Specifying Control Codes

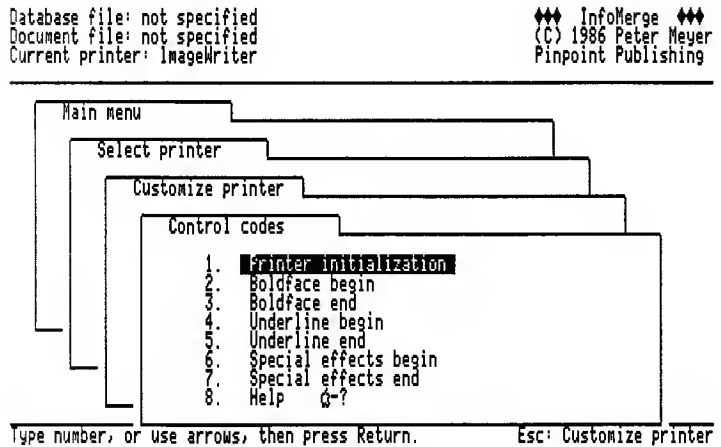
If you’ve entered the name of a printer that is not on the original list of printers, or if you want to customize a listed printer, then you will have to specify new control codes for the various tasks your printer can do. You should consult the user guide that came with your printer for the control codes you need. You can also consult Appendix B for a list of printers and their corresponding control codes. Some printers have the same control codes as the listed printers. In this case, all you have to do is change the name of the printer.

To specify your printer’s control codes:

1. Choose the "Control Codes" option from the Customize Printer menu (please see Figure 4.5)

The Control Codes menu will appear.

Figure 4.7
Control Codes Menu



This menu guides you to the part of InfoMerge that lets you:

1. Change the Printer Initialization control code
2. Change the Boldface Begin control code
3. Change the Boldface End control code
4. Change the Underline Begin control code
5. Change the Underline End control code
6. Change the Special Effects Begin control code
7. Change the Special Effects End control code
8. And ask for help

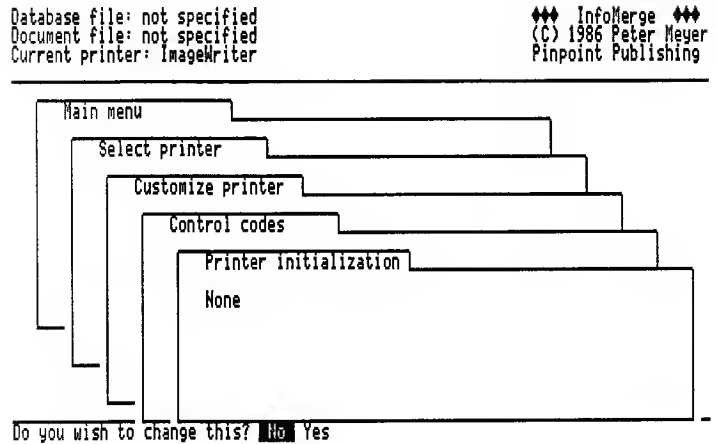
Remember that the Special Effects Begin and Special Effects End control code options are used to produce your printer's special effects not supported by AppleWorks within your InfoMerged documents. Refer to the section below entitled *Special Effects* for complete instructions.

To enter a new control code:

1. Type the number preceding the desired control code or use an ARROW key to move the highlighting cursor to the desired control code
2. And press RETURN

The Individual Control Code screen will appear.

Figure 4.8
Individual Control
Code Screen



Notice that the name of the control code is on the file card label. Also notice that at the bottom of the screen, the program is asking you if you want to change the control code.

To answer if you want to change the control code:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you specified yes, then the old control code will disappear from the Individual Control Code screen, and the program will ask you to type the exact keystrokes required by your printer to do the selected task, and to press the ^ key to end your entry.

To enter the new control code:

1. Type the exact keystrokes required by the printer to perform the desired task
2. And type ^ to end your control code entry

If you mistakenly typed RETURN instead of ^ to end the control code entry, then that makes two of us. Here's how to extricate yourself:

1. Type ^ to really end the control code entry
2. And start from scratch, this time remembering to not press RETURN this time (old habits are hard to break!).

When you have finished, you will be returned to the Control Codes menu.

Special Effects

InfoMerge allows you to use your printer's special effects that are not supported by AppleWorks. You could, for example, have each bit of merged information printed in red if you had a color printer. Using your printer's special effects that are not supported by AppleWorks is a two step process:

1. You use AppleWorks to insert the AppleWorks Subscript Begin command into the word processing document where you want the special effect to begin, and you use AppleWorks to insert the AppleWorks Subscript End command into the word processing document where you want the special effect to end. Load the word processing document to the AppleWorks desktop and use the ⌘-O (that's Oh) keystroke to access the menu that lets you insert the Subscript Begin/End commands at the current cursor location
2. Then you use InfoMerge and the user guide that came with your printer to enter the control codes that produce your printer's special effect into the Special Effects Control Code section of the InfoMerge control code menu

When you perform the merge, InfoMerge replaces each AppleWorks Subscript Begin/End command sequence it finds in the specified word processing document with your printer's special effect control code sequence so you get your special effect wherever you issued the AppleWorks Subscript Begin/End command sequence.

Here's how to complete the second step, supplying InfoMerge the control codes that produce your printer's special effects:

1. Choose the "Control Codes" option from the Customize Printer menu (please see Figure 4.5)

The Control Codes menu will appear (please see Figure 4.7)

To enter the special effects Begin/End control code: ^

1. Type the number preceding the Special Effects Begin or End control code or use an ARROW key to move the highlighting cursor the Special Effects Begin or End control code
2. And press RETURN

The Individual Control Code screen will appear (please see Figure 4.8).

Notice that the file card label says Special Effects Begin or Special Effects End, depending on which control code you selected. Also notice that at the bottom of the screen, the program is asking you if you want to change the control code.

To answer if you want to change the control code:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you specified yes, then the program will ask you to type the exact keystrokes required by your printer to produce the special effect, and to press the ^ key to end your entry.

To enter the new control code:

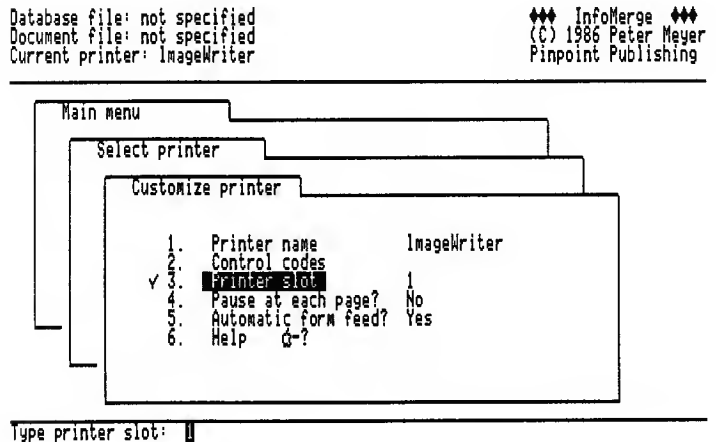
1. Type the exact keystrokes required by the printer to produce the special effect
2. And type ^ to end your control code entry

If you mistakenly typed RETURN instead of ^ to end the control code entry, don't fret. Here's how to get back on track:

1. Type ^ to really end the control code entry
2. And start from scratch, this time remembering to not press RETURN

When you have finished, you will be returned to the Control Codes menu. Be sure that you specified the correct control code sequence for both Special Effect Begin and Special Effect End.

Figure 4.9
"Type Printer Slot" Prompt



Printer Slot

You may have your printer in a slot other than slot 1. If you do, you should tell InfoMerge by choosing the "Printer Slot" option from the Customize printer menu. If you're among those weirdos we talked about earlier who pride themselves on doing outlandish things with computers, then specify slot 3 to print to the screen. What fun!

To specify your printer slot:

1. Choose the “Printer Slot” option from the Customize Printer menu (please see Figure 4.5)

The “Type Printer Slot” prompt shown in Figure 4.9 will appear.

Notice at the bottom of the screen that you are asked to type in the slot your printer is in.

To type your Printer Slot:

1. Type the slot number and press RETURN

You will be returned to the Customize Printer menu.

Pause at Each Page

InfoMerge works best with continuous paper or with a single sheet paper feeder. The pause-at-each-page option should be chosen only if you'll be hand feeding each sheet of paper (which you'll find such a pain that you may want to invest in a single sheet feeder). Anyway, if want your printer to pause at the start of each page so you can load paper, you can do so in the following two ways:

1. Use the AppleWorks “Pause at Each Page” print formatting command from within AppleWorks
2. Or from within InfoMerge, choose the “Pause at Each Page” option from the Customize Printer menu.

To specify whether you want your printer to pause before each page from within InfoMerge:

1. Choose the “Pause at Each Page” option from the Customize Printer menu (please see Figure 4.5)

Notice at the bottom of the screen that you are asked if you want the printer to pause at the beginning of each page.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

Upon answering, you will be returned to the Customize Printer menu.

Automatic Form Feed

An automatic form feed ejects each page after printing. Since you will almost always want a new page after each InfoMerge document is printed, the default setting for automatic form feed is “yes.” If, however you wish to change this setting, choose the Auto Form Feed option from the Customize Printer screen.

To specify whether you want an automatic form feed at the end of each page:

1. Choose the "Auto Form Feed" option from the Customize Printer menu (please see Figure 4.5)

You will then be asked at the bottom of the screen whether you want an auto form feed at the end of each page.

To answer:

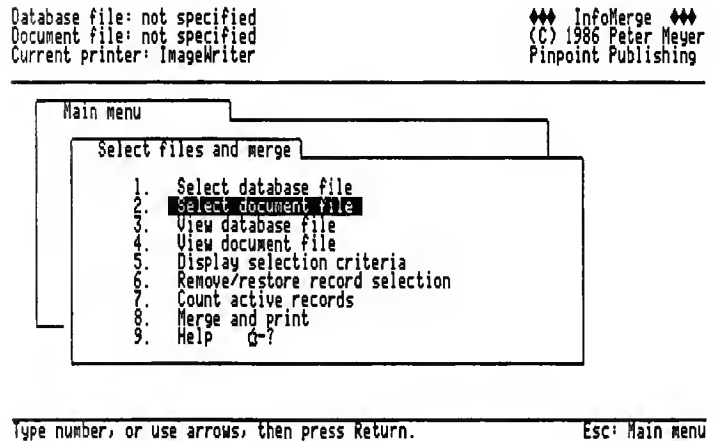
1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

This section concludes the instructions for getting your printer ready. The instructions from here on out concern selecting and merging your files.

Figure 4.10
Select Files and Merge Menu



Select Files and Merge

After setting up your printer, you'll be ready to get down to the business of merging a database file with a word processing document. To move to the part of InfoMerge that lets you perform the merge functions, choose the "Select Files and Merge" option from the Main menu.

To use the merge functions:

1. Choose the "Select Files and Merge" option from the Main menu (please see Figure 4.2)

The Select Files and Merge menu shown in Figure 4.10 will appear.

This menu lets you:

1. Choose the database file you want merged with a word processing document

2. Choose the word processing document you want merged with a database file
3. View the contents of a database file
4. View the contents of a word processing document

The next three options help you select which of the records in the specified AppleWorks database file you'd like to merge with the word processing document. The records that you select are called Active Records. An AppleWorks database file consists of individual records. If you had a client database, then all the information about an individual client would make up a record. InfoMerge doesn't expect you to create a merged document for each record in a specified database if you don't want to. If you only want to create a document for one record in a thousand record database, InfoMerge lets you do it.

5. See what AppleWorks database selection criteria are in effect for the database selected
6. Remove or restore the AppleWorks database record selection criteria without having to go back to AppleWorks
7. Count how many records in the database satisfy the AppleWorks selection criteria currently in effect
8. Specify which of the active database records you'd like to merge, and print the merged documents
9. And ask for help if you get nervous at this "bread and butter" stage of the program

To choose one of the options on the Select Files and Merge menu:

1. Type the number preceding the desired option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Let's look at the Select Files and Merge options in more detail.

Selecting a Database File

There are two ways to select a database file to merge with a word processing document:

1. Use the autoload database files method described in the *Word Processing Document Stunts* section in Chapter 3
2. Or use the "Select Database File" option from the Select Files and Merge menu

Here's how to select the database file that you want to merge with a word processing document using the Select Database File option from the Select Files and Merge menu:

1. Choose the "Select Database File" option from the Select Files and Merge menu (please see Figure 4.10)

The Disk Drives menu will appear (please see Figure 4.3). This menu gives you a choice of locations to look at for database files. The default setting is the current directory.

To choose a location:

1. Type the number preceding the desired location, or use an ARROW key to move the highlighting cursor to the desired disk drive
2. And press RETURN

If you chose the “ProDOS Directory” option, then:

1. Type the new ProDOS directory at the bottom of the screen
2. And press RETURN

When you’ve entered the directory location, you will see a list of all the database files that InfoMerge found at the specified location. Now all you have to do is choose one of the files.

To choose a database file:

1. Use the UP or DOWN ARROW keys to move the highlighting cursor on the desired database file
2. And press RETURN

When moving through the list with the ARROW keys, you can:

1. Press the ⌘ key at the same time to move through the list more swiftly

Or

1. You can press ⌘-R to reverse the order of the list of database files.

If you’re using a high capacity drive, you can move from the root directory to a subdirectory by selecting the subdirectory filename. Upon doing so, you will see a list of the files in that subdirectory.

When you have chosen a database file, its pathname will be displayed in the upper left hand corner of the screen next to the words “Database File,” you will be returned to the Select Files and Merge menu, and the highlighting cursor will be on the Select Word processing document option.

Selecting a Word Processing Document

Use this option to select a word processing document that you want to merge with a database file.

To select a word processing document:

1. Choose the “Select Word Processing File” option from the Select Files and Merge menu (please see Figure 4.10)

The Disk Drives menu will appear (please see Figure 4.3). This menu gives you a choice of locations to look at for Word processing documents. The default setting is the current directory.

To choose a location:

1. Type the number preceding the desired location, or use an ARROW key to move the highlighting cursor to the desired disk drive
2. And press RETURN

If you chose the "ProDOS Directory" option, then:

1. Type the new ProDOS directory at the bottom of the screen
2. And press RETURN

When you've entered the directory location, you will see a list of all the word processing documents that InfoMerge found at the specified location. Now all you have to do is choose one of the files.

To choose a word processing document:

1. Use the UP or DOWN ARROW keys to move the highlighting cursor on the desired word processing document
2. And press RETURN

When moving through the list with the ARROW keys, you can:

1. Press the ⌘ key at the same time to move through the list more swiftly

Or

1. You can press ⌘-R to reverse the order of the list of word processing documents

If you're using a high capacity drive, you can move from a directory to a subdirectory by selecting the subdirectory filename. Upon doing so, you will see a list of the files in that subdirectory.

When you have chosen a word processing document, its pathname will be displayed in the upper left hand corner of the screen next to the words "Document File," and you will be returned to the Select Files and Merge menu. If you are using the autoload database file capability described in the *Word Processing Stunts* section of Chapter 3, then InfoMerge will ask you at the bottom of the screen to confirm the autoloading of the database file.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes and press RETURN

If you confirm the autoloading of the database, the database file will be automatically loaded and its pathname will be displayed in the upper left hand corner of the screen next to the words "Database File." If you do not confirm the autoloading of the database file, you will be returned to the Select Files and Merge menu where you can use the Select Database File option to load a database file manually.

Viewing a Database File

If you would like to view the database file before performing the merge, you can do so with the View Database File option.

To view a database file:

1. Choose the "View Database File" option from the Select Files and Merge menu (please see Figure 4.10)

The Viewing screen will appear and the database file you specified in will begin to fill it.

Figure 4.11 Viewing Screen

```
Pinpoint Publishing          *** InfoMerge ***          (C) 1986 Peter Meyer
Database file: /in.demo.files/DATABASE.1
Address3.....
Position_sought..... a private secretary
Date_last_sent..... May 5, 1986
Available_now?..... Y
Dear..... Ms Purcell

Record no.3

Name..... Fernando Marquez
Address1..... 9101 Mission St
Address2..... San Francisco
Address3..... CA 94110
Position_sought..... an electronics engineer
Date_last_sent..... July 10, 1986
Available_now?..... Y
Dear..... Mr Marquez

Send to printer? No Yes          Printer: ImageWriter
```

To freeze the flow of the database file into the Viewing screen:

1. Press the SPACEBAR

To view the rest of the file:

1. Press the SPACEBAR

To change the speed of the flow of the database file into the Viewing screen

1. Press the LEFT ARROW key to make it flow faster or press the RIGHT ARROW key to make it flow more slowly

To abort the output:

1. Press ESCAPE

When you are done viewing the file, you will be asked at the bottom of the screen if you would like to send the file to your printer.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered yes, the file will be printed and you will be returned to the Select Files and Merge menu.

Viewing a Word Processing Document

To view a word processing document:

1. Choose the "View Word Processing File" option from the Select Files and Merge menu (please see Figure 4.10)

The Viewing screen will appear (please see Figure 4.11).

To freeze the flow of the word processing document into the Viewing screen:

1. Press the SPACEBAR

To view the rest of the file:

2. Press the SPACEBAR

To change the speed of the flow of the word processing document into the Viewing screen:

1. Press the LEFT ARROW key to make it flow faster or press the RIGHT ARROW key to make it flow more slowly

To abort the output:

1. Press ESCAPE

When you are done viewing the file, you will be asked at the bottom of the screen if you would like to send the file to your printer.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered yes:

The file will be printed and you will be returned to the Select Files and Merge menu.

Display Selection Criteria

An AppleWorks Database file consists of database records. A database record is a complete set of information about a specific subject. If you had a client database, for example, each record in the database would contain a complete set of information about an individual client.

AppleWorks lets you specify information (selection criteria) that you want AppleWorks to look for when searching for database records within AppleWorks. AppleWorks will find only those database records containing the information you specify. InfoMerge can search for database records to merge with the specified word processing document using the same selection criteria you specify from within AppleWorks. You cannot specify new selection criteria from within InfoMerge, but InfoMerge can use the selection criteria you specified from within AppleWorks.

If you want to see which AppleWorks database record selection criteria are in effect for the database you've selected, you can do so within InfoMerge with the Display Selection Criteria option on the Select Files and Merge menu. If you wish to change the selection criteria, you can do so from within AppleWorks using the ⌘-R keystroke once you've loaded the database file to the AppleWorks desktop.

To display the selection criteria:

1. Choose the "Display Selection Criteria" option from the Select Files and Merge menu (please see Figure 4.10)

The selection criteria will be displayed on the filecard. When you've seen enough:

1. Press RETURN to return to the Select Files and Merge menu.

Remove/Restore Selection Criteria

Although you cannot specify new database record selection criteria for InfoMerge to use when selecting records from your database file to merge with the specified word processing document, you can tell InfoMerge to use or not use the selection criteria you specified from within AppleWorks.

There is a space right under the Select Files and Merge menu filecard of InfoMerge. This is where you look to see if the selection criteria you specified with AppleWorks is operative or inoperative. If the selection criteria is operative, you will see "Selection Criteria Operative." If the selection criteria has been deselected, you will see "Selection Criteria Inoperative."

If you want to remove all database record selection criteria from the database from within InfoMerge so that each record becomes an active record, or if you've previously removed all database record selection criteria from the database and you want to restore the database record selection criteria from within InfoMerge, you can do so with the Remove/Restore Selection Criteria option on the Select Files and Merge menu.

To remove or restore the database record selection criteria:

1. Choose the “Remove/Restore Selection Criteria” option from the Select Files and Merge menu (please see Figure 4.10)

You will be asked at the bottom of the screen if you want to remove or restore the selection criteria.

To answer:

1. Use an arrow key to move the highlighting cursor to Yes or No and press RETURN

The selection criteria will be removed or restored, and you will be returned to the Select Files and Merge menu.

Count Active Records

Before you merge and print the documents, you may need to know just how big a job you’ve gotten yourself into so you’ll know how much paper to load and how much time you have to brew some coffee while InfoMerge is doing its stuff.

InfoMerge gives you three different indications of what the heck is going on in the selected database file:

1. At the top left-hand side of the screen next to the database record filename, you are told how many records are contained in the database file
2. At the top-right hand corner of the screen you are told which specific record in the database InfoMerge is working with
3. And down below in the Select Files and Merge menu next to the Count Active Records option, you are told how many of the total database records are active database records. An active database record is a record that can be used by InfoMerge because it satisfies the AppleWorks database record selection criteria that are in effect. If no selection criteria are in effect, then every record in the database file is active

InfoMerge will create one merged document per active database record unless you tell InfoMerge to create more than one merged document per active database record. You can see how many database records are active by using the Count Active Records option on the Select Files and Merge menu.

To see how many of the database records are active:

1. Choose the “Count Active Records” option from the Select Files and Merge menu (please see Figure 4.10)

The number of active database records will be counted up in the bottom right-hand corner of the screen. When the count is completed, the number of active database records will be displayed, centered, at the bottom of the screen. Once you’ve seen the count long enough:

1. Press RETURN to regain control of the Select Files and Merge menu

The number of active database records will be displayed next to the Count Active Records on the Select Files and Merge menu.

Merge and Print

Once you have selected your printer, and specified the database file and the word processing document you want to work with, you will be ready to perform the merge. To start the actual merge process, you choose the Merge and Print option from the Select Files and Merge menu. InfoMerge will then search the word processing document for global variable names that you'll replace at the keyboard with the corresponding values. When you've entered a value for each global variable name, you will see the Merge and Print menu. The Merge and Print menu lets you review and print the active database records and the merged documents. Now here's how its done:

To perform a merge:

1. Turn on your printer and make sure it's properly connected
2. Choose the "Merge and Print" option from the Select Files and Merge menu

InfoMerge will search the word processing document for any variable names that are not included among the database category names. If there are any variable names in the word processing document that are not found in the database records, then InfoMerge will ask you to enter a global value for the variable name. The value is called *global* because it will appear on each finished document. A typical global variable name is <CURRENT_DATE>.

To enter a global value:

1. Type in the value
2. And press RETURN

You will be asked if what you just entered is correct.

To answer:

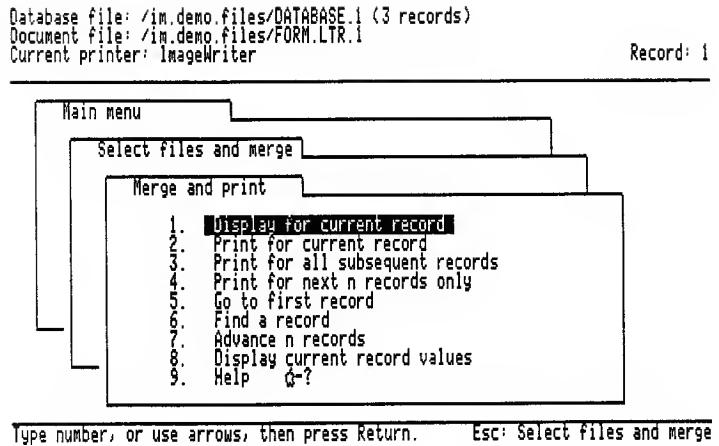
1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answered No, then you can edit the value you entered. See page 4.8 for some handy keystrokes you can use to edit the value. When you've finished entering the values for the global variable names, the Merge and Print menu will appear. See Figure 4.12.

Figure 4.12
Merge and Print Menu



The Merge and Print menu lets you:

1. Display the document on the screen as it will be printed with the information merged from the current database record. Information that has been merged will be highlighted on the screen
2. Print the document using information from the current database record. Do this to check that all is well before you print out 500 botched copies of the document
3. Print merged documents using the information from each active database that comes after the current record
4. Print only a certain number of merged documents using information from a specified number of active database records that follow the current record

The next three options are for navigating through the active records in the database file. This mobility is useful if you wish to locate a particular active database record and then either begin printing from there, or just print a copy of that record. You will find this mobility useful if your printer chews up a page and you have to resume printing at the place where your printer decided it was time for dinner. In moving around the database, you can:

5. Make the first active record in the database the current record. If database record selection criteria are in effect then the first active record may not be record #1 of the database
6. Search for a record containing a certain character string
7. Pass over a specified number of records in the database. If the database selection criteria are in effect, you may skip over more records in the database then you specify
8. Display the contents of the the current active record

9. Ask for help. Everyone else does!

It's easy to choose one of the options on the Merge and Print menu:

1. Type the number preceding the desired option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Now we'll discuss the Merge and Print options in more detail.

Display for the Current Record

After you supply all the global variable names, InfoMerge is ready to show you the merged documents for the active records. You might want to check out a merged document on the screen before you bother to send it to your printer. You can do this with the Display for the Current Record option on the Merge and Print menu. The number of the current record is displayed at the top right hand corner of the screen next to "Current Record:"

To display on the screen the merged document for the current record:

1. Choose the "Display for Current Record" option from the Merge and Print menu (please see Figure 4.12)

The Viewing screen will appear (please see Figure 4.11).

To freeze the flow of the current merged document into the Viewing screen:

1. Press the SPACEBAR

To view the rest of the merge:

1. Press the SPACEBAR

To change the speed of the flow of the current merged document into the Viewing screen:

1. Press the LEFT ARROW key to make it flow faster or press the RIGHT ARROW key to make it flow slower

To cancel the output altogether:

1. Press ESCAPE

To get back to the Merge and Print menu:

1. Press RETURN

Print for the Current Record

You may want to double-check that the merge will work out as planned by sending only the current document to your printer, before letting your printer loose on the remaining records. You can do this with the Print for Current Record option on the Merge and Print menu. In fact, the only way you can ever print the current record is by choosing the Print for Current Record option. This is done to urge you to check the results of the first merge before printing the other merged documents.

To print only the current record:

1. Choose the “Print for Current Record” option from the Merge and Print menu (please see Figure 4.12)

At this point, your printer will produce a merged document for the first record. If your printer is just sitting there, check to see if you’ve got the SELECT button on your printer in the correct position. When the printing is done, you will be returned to the Merge and Print menu.

To stop the printing momentarily:

1. Press the SPACEBAR

To resume paused printing:

1. Press the SPACEBAR

To abort the printing:

1. Press ESCAPE

The printer may continue to print until the print buffer is empty.

Print for All Subsequent Records

If you’re confident that the merge will work out correctly, and you want to let InfoMerge do its stuff to all of the remaining active database records that follow the current active record, you will want to use the Print for All Subsequent Records option on the Merge and Print menu.

To print all subsequent records:

1. Choose the “Print for All subsequent Records” option from the Merge and Print menu (please see Figure 4.12)

At this point, your printer should feverishly produce merged documents. If your printer is just sits there, check to see if you’ve got the SELECT button on your printer in the correct position. When the printing is completed, you will be returned to the Merge and Print menu.

To stop the printing momentarily:

1. Press the SPACEBAR

To resume paused printing:

1. Press the SPACEBAR

To abort the printing:

1. Press ESCAPE

The printer may continue to print until the print buffer is empty.

Print For Next n Records Only

If you've got a temperamental printer, or if you don't feel good about printing 500 documents one after the other without stopping, you can do the job a little at a time with the Print For Next n Records Only option on the Merge and Print menu.

To print only a certain number of merged documents:

1. Choose the "Print For Next n Records Only" option from the Merge and Print menu (please see Figure 4.12)

You will be asked at the bottom of the screen to specify the number of records you would like InfoMerge to print.

To answer:

1. Type the number of records you would like printed and press RETURN

When the printing has finished, you will be returned to the Merge and Print menu.

To stop the printing momentarily:

1. Press the SPACEBAR

To resume paused printing:

1. Press the SPACEBAR

To cancel the printing:

1. Press ESCAPE

The printer may continue to print until the print buffer is empty.

Go to the First Record

If you need to move swiftly to the first active record in the database, you can do so with the Go to First Record option on the Merge and Print menu.

To move to the first active record in the database:

1. Choose the "Go to First Record" option from the Merge and Print menu (please see Figure 4.12)

The first active record is now the current record. You can see which record is the first active record by looking to the upper-right hand corner of the screen next to "Current Record":

Find a Record

If you'd like to find a specific record quickly by searching for a specified string of characters, use the Find a Record option on the Merge and Print menu. A character string is a word or phrase containing any combination of characters.

To find a specific record quickly:

1. Choose the "Find a Record" option from the Merge and Print menu (please see Figure 4.12)

You will be asked at the bottom of the screen to enter the character string you want InfoMerge to search for.

To enter the character string:

1. Type the character string and press RETURN

Here are some keystrokes to remember when entering character strings:

1. Press the DELETE key to delete the character to the left of the cursor
2. Press the CONTROL and the X key to erase the entire line that the cursor is on
3. Press the CONTROL and the Y key to erase from the cursor to the end of the line that the cursor is on
4. Press the CONTROL and the R key to recover what you erased
5. Press the CONTROL and the E or I key to insert text to the left of the cursor. Press RETURN or BACKSPACE to get back into overstrike mode
6. Press the CONTROL and the N key to move the cursor to the end of the line
7. Press the CONTROL and the B key to move the cursor to the beginning of the line
8. Press the CONTROL and the F key to move the cursor to the next occurrence of the key you press right after you press the CONTROL and the F key.
9. Press the CONTROL and the LEFT ARROW or RIGHT ARROW key to move the cursor one word to the left or right

When you have finished entering the character string, InfoMerge will look for the first active record that contains the character string you specified.

If you want to quit the search:

1. Press ESCAPE

If InfoMerge finds the specified search string, InfoMerge will display the record containing the search string, with each occurrence of the search string highlighted. That record will become the active record. You can print it, skip it, or look for the next occurrence of the character string by following the directions at the bottom of the screen.

Advance *n* Records

If you want to skip a certain number of records, the fastest way to do it is with the Skip Next *n* Records option on the Merge and Print menu.

To skip a certain number of records:

1. Choose the "Skip Next *n* Records" option from the Merge and Print menu (please see Figure 4.12)

You will be asked to enter the number of records you want InfoMerge to skip.

To enter the number:

1. Type the number and press RETURN

InfoMerge will make the record following the number of records you specified the current record. If the selection criteria is operative, InfoMerge will skip all the records that do not meet the selection criteria as well as the n records you specify that do meet the selection criteria.

Display Current Record Values

You may want to see what kind of information will be merged into your word processing document for a specific database record. To do this, move yourself to the desired record with the Go to the First Record option, the Find a Record option, or the Advance n Records option, and then choose the Display Current Record Values option from the Merge and Print menu.

To display the current database record values:

1. Move yourself to the desired record with the “Go to the First Record” option, the “Find a Record” option, or the “Advance n Records option”
2. And choose the “Display Current Record Values” option from the Merge and Print menu (please see Figure 4.12)

A Viewing screen will appear, and the current database record values will begin to fill it.

To freeze the flow of the current database record values into the Viewing screen:

1. Press the SPACEBAR

To view the rest of the current database record values:

1. Press the SPACEBAR

To change the speed of the flow of the current database record values into the Viewing screen:

1. Press the LEFT ARROW key to make it flow faster or press the RIGHT ARROW key to make it flow more slowly

To abort the output altogether:

1. Press ESCAPE

When the current database record values have been displayed, you will be asked at the bottom of the screen if you would like to view the values for the next record.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

If you answer yes, then the values for the next record will be displayed. You may view the subsequent record values in the same manner. When you've reached the final database record, you will be asked at the bottom of the screen to press RETURN to get back to the Merge and Print menu.

If you answer that you do not want to view the next database record values, you will be returned to the Merge and Print menu.

File Activities

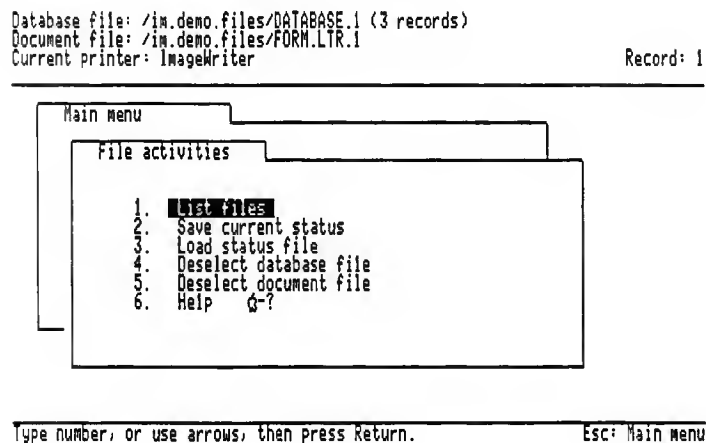
This part of InfoMerge lets you do useful things like seeing what files you have on a certain disk or subdirectory of a high capacity drive, saving InfoMerge work for later, loading unfinished InfoMerge work that you want to finish, and deselect a previously selected database file or word processing document.

To use the file activities:

1. Choose the "File Activities" option from the Main menu (please see Figure 4.2)

The File Activities menu will appear:

Figure 4.13
File Activities Menu



This menu lets you:

1. List the files that are contained on a disk
2. Save InfoMerge work you've started but don't want to finish right now
3. Load unfinished InfoMerge work so you can finish it

4. Deselect a previously selected database file
5. Deselect a previously selected word processing document
6. And ask for help

It's easy to use one of the options on the File Activities menu:

1. Type the number preceding the option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

List Files

InfoMerge lets you check out a disk without exiting. If you want to do this, you would use the "List Files" option on the Main menu. InfoMerge lets you list the files on a disk by file type.

To list the files on a disk:

1. Choose the "List Files" option from the File Activities menu (please see Figure 4.13)

The Disk Drives menu will appear (please see Figure 4.3). This menu gives you a choice of locations to look at for files. The default setting is the current directory.

To choose a location:

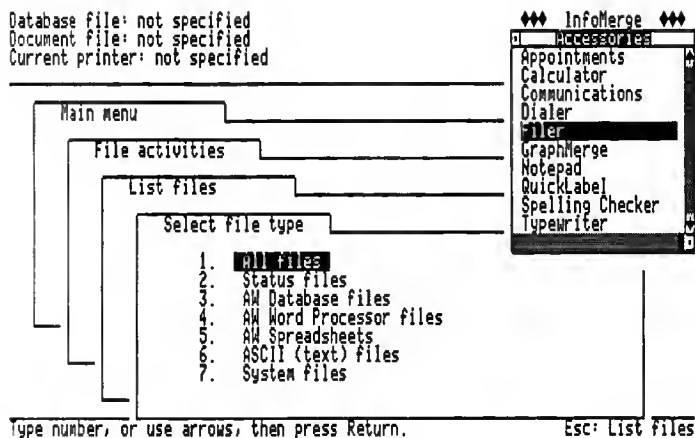
1. Type the number preceding the desired location, or use an ARROW key to move the highlighting cursor to the desired disk drive
2. And press RETURN

If you chose the "ProDOS directory" option, then:

1. Type the new ProDOS directory at the bottom of the screen
2. And press RETURN

When you've entered the directory location and pressed RETURN, the Select File Type menu will appear.

Figure 4.14
Select File Type Menu
(with Pinpoint Invoked)



Choosing a File Type

The Select File Type menu gives you a choice of the following file types:

1. All file types
2. "I'll do it later" InfoMerge status files
3. AppleWorks database files
4. AppleWorks word processing files
5. AppleWorks spreadsheet files
6. ASCII text files
7. System files

To choose a file type:

1. Type the number preceding the desired file type, or use an ARROW key to move the highlighting cursor to the desired file type
2. And press RETURN

You will see a list of all the files of the specified type that InfoMerge finds at the specified location. If you're using a high capacity drive, you can move from a directory to a subdirectory by selecting the subdirectory filename. You will then see a list of all the files in that subdirectory.

When you're done looking at the list of files:

1. Press ESCAPE to get back to the File Activities menu

Save Current Status

If you're working with InfoMerge and you decide you want to go do something else (like go home for the day), don't worry about it. You can use the "Save Current Status" option to save the work you've done so far.

To save InfoMerge work you want to finish later:

1. Choose the "Save Current Status" option from the File Activities menu (please see Figure 4.13)

The Disk Drives menu will appear. This menu gives you a choice of locations to save your work. The default setting is the current directory.

To choose a location:

1. Type the number preceding the desired location, or use an ARROW key to move the highlighting cursor to the desired disk drive
2. And press RETURN

If you chose the "ProDOS directory" option, then:

1. Type the new ProDOS directory at the bottom of the screen
2. And press RETURN

When you've entered the directory location, you will be asked to enter the pathname for the status file.

To answer:

1. Type the pathname for the status file at the bottom of the screen
2. And press RETURN

InfoMerge will save the file and return you to the File Activities menu.

Load Status File

When you're ready to finish some InfoMerge work you saved in a status file, you can use the "Load Status File" option to get started.

To load InfoMerge work you want to finish:

1. Choose the "Load Status File" option from the File Activities menu (please see Figure 4.13)

The Load Status File Disk Drives menu will appear. This menu gives you a choice of locations to look at for status files. The default setting is the current directory.

To choose a location:

1. Type the number preceding the desired location, or use an ARROW key to move the highlighting cursor to the desired disk drive
2. And press RETURN

If you chose the “ProDOS Directory” option, then:

1. Type the new ProDOS directory at the bottom of the screen
2. And press RETURN

When you’ve entered the directory location, you will see a list of all the status files that InfoMerge found at the specified location.

To choose a status file:

1. Use the UP or DOWN ARROW keys to move the highlighting cursor on the desired status file
2. And press RETURN

When moving through the list with the ARROW keys, you can:

1. Press the ⌘ key at the same time to move through the list more swiftly

Or

1. You can press ⌘-R to reverse the order of the list of status files

When you have chosen a status file, it will be loaded into InfoMerge and you will return to the Main menu.

Deselect Database File

You may want to clear the database file specification at the top of the screen. To do so, use the Deselect Database File option on the File Activities menu.

To deselect a database file:

1. Choose the “Deselect Database File” option from the File Activities menu (please see Figure 4.13)

The database filename will be replaced by “Unspecified” at the top of the screen.

Deselect Document File

You may want to clear the document file specification at the top of the screen. To do so, use the Deselect Document File option on the File Activities menu.

To deselect a document file:

1. Choose the “Deselect Document File” option from the File Activities menu (please see Figure 4.13)

The document filename will be replaced by “Unspecified” at the top of the screen.

Customization

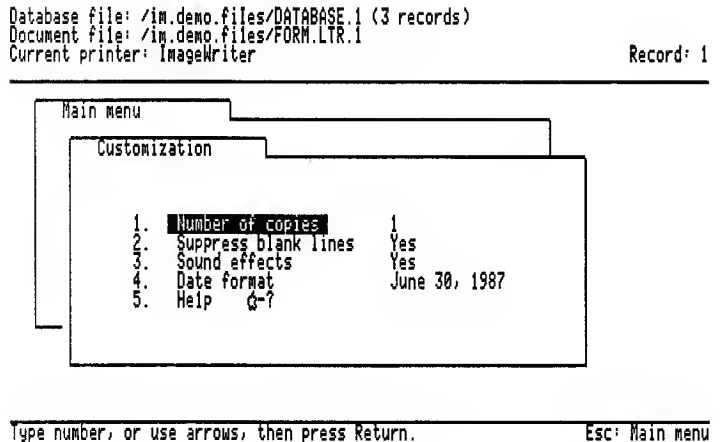
InfoMerge is completely adaptable. The Customization option on the Main menu moves you to a menu that lets you tell InfoMerge how many copies to print for each record, whether to suppress blank lines, whether you want to turn off sound effects if a beeping computer makes you nervous, and what date format you want to use for the dates merged from the database file.

To customize InfoMerge:

1. Choose the "Customization" option from the Main menu (please see Figure 4.2)

The Customization menu will appear:

Figure 4.15
Customization Menu



The Customization menu lets you:

1. Specify how many copies of each merged document you want to print
2. Tell InfoMerge to suppress blank lines
3. Tell InfoMerge to keep quiet
4. Tell InfoMerge how you want it to merge the dates from the database file
5. And ask for help

It's easy to use one of the options on the Customization menu:

1. Type the number preceding the option, or use an ARROW key to move the highlighting cursor to the desired option
2. And press RETURN

Here's a little more about each of the options on the Customization menu.

Number of Copies to Print per Database Record

If you want to specify how many copies of each merged document you'd like to print, use the Number of Copies option on the Customization menu.

To specify how many copies of each merged document you want to print:

1. Choose the “Number of Copies” option from the Customization menu (please see Figure 4.15)

You will be asked at the bottom of the screen how many copies of each InfoMerge document you want InfoMerge to print.

To answer:

1. Type the number of each merged document you want printed and press RETURN

Your answer will be recorded and you’ll regain control of the Customization menu.

Suppress Blank Lines

You can make InfoMerge suppress or print a line consisting of an empty variable name. This capability is included so InfoMerge will not print a blank line where it is not wanted, for example, in addresses. To make InfoMerge print or not print a line consisting of an empty variable name, use the Suppress Blank Lines option on the Customization menu.

To specify if you want InfoMerge to print or suppress blank lines:

1. Choose the “Suppress Blank Lines” option from the Customization menu (please see Figure 4.15)

You will be asked at the bottom of the screen whether you want InfoMerge to Suppress blank lines.

To answer:

1. Use an ARROW key to move the highlighting cursor to Yes or No, and press RETURN

Or

1. Type Y for yes, or type N for no

Your answer will be recorded and you will regain control of the Customization menu.

Add/Remove Sound Effects

You can tell InfoMerge to work silently if you want.

To add or remove sound effects:

1. Choose the “Add/Remove Sound Effects” option from the Customization menu (please see Figure 4.15)

You will be asked at the bottom of the screen if you want to remove the sound effects.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

Date Format

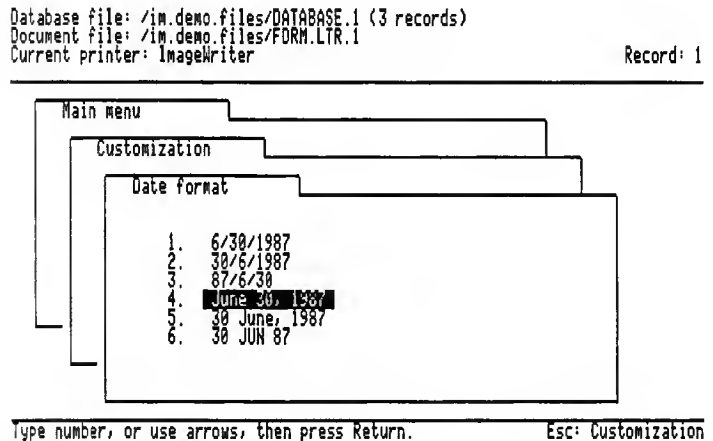
InfoMerge can print the dates it merges from the specified database file in five ways. To choose which way you want your dates merged, use the Date Format option on the Customization menu. The format you specify will also be used for the special <SYSTEM_DATE> variable name which takes its value from the system clock if your computer has one.

To specify the date format:

1. Choose the "Date Format" option from the Customization menu (please see Figure 4.15)

The Date Format menu will appear.

Figure 4.16
Date Format Menu



The Date Format option gives you a choice of five ways to merge the dates from the database file into your document.

To choose:

1. Type the number preceding the desired format or use an ARROW key to move the highlighting cursor to the desired format and press RETURN

Your choice will be recorded and you will returned to the Customization menu.

Quitting InfoMerge

There comes a time when you have to leave the computer behind and go play catch, or walk your dog, or something. When you are ready to stop working with InfoMerge, you can do so with the "Quit" option on the Main menu.

To quit InfoMerge:

1. Type the number preceding the "Quit" option on the Main menu, or use an ARROW key to move the highlighting cursor to the "Quit" option
2. Press RETURN

You will be asked at the bottom of the screen if you really want to quit. Go ahead if you want to; don't feel guilty.

To answer:

1. Press the Y key for yes or the N key for no

Or

1. Use an ARROW key to move the highlighting cursor to Yes or No and press RETURN

Chapter 5

InfoMerge and Pinpoint: All in the Family

We like to think we offer you more than individual high-quality products. We offer you a technology of speed and spontaneity attainable through the integration of our entire family of products. No doubt about it, InfoMerge is quite a program as a stand alone. But why not add the pop-up power of Pinpoint, our desktop accessories, and the intuitive convenience of RunRun, our desktop manager? That's what this chapter is all about: realizing the awesome potential of the Apple II through the integration of our timely products.

This chapter will show you:

- How to install the Pinpoint desktop accessories on InfoMerge
- And how to install InfoMerge onto RunRun, our desktop manager.

Installing Pinpoint on InfoMerge

To install Pinpoint onto InfoMerge, you will need:

1. A COPY of the Pinpoint Installation disk
2. A COPY of the InfoMerge software disk
3. And the complete pathname of the /BASIC.SYSTEM file that came with or resides with the InfoMerge software.

Pinpoint installs itself onto applications like InfoMerge by enhancing the /BASIC.SYSTEM file that you use to run the applications. When you run the Pinpoint Installation program, you will need to tell Pinpoint the path of the /BASIC.SYSTEM file that you're using to run InfoMerge. The path you enter will be Pinpoint's map to the correct version of /BASIC.SYSTEM.

If you are running InfoMerge from a COPY of the original floppy disk, then the complete pathname to the /BASIC.SYSTEM file is /INFOMERGE/BASIC.SYSTEM and the path is /INFOMERGE/. But if you are running InfoMerge from a high capacity disk, you will have to replace the /INFOMERGE Volume Name with the Volume Name and the name of the subdirectory, if any, to which you copied all the files from the InfoMerge disk.

For example, let's pretend you have a hard disk with /HARD1 as the Volume Name. You rushed out and bought InfoMerge and decided to create a subdirectory on your hard disk to which you copied the InfoMerge software. You named the subdirectory /MAIL. A complete pathname of a file consists of the:

VOLUME NAME/DIRECTORY NAME/FILENAME

of the file. So it follows that the complete pathname of your InfoMerge /BASIC.SYSTEM file is /HARD1/MAIL/BASIC.SYSTEM and the path of the /BASIC.SYSTEM file is:

/HARD1/MAIL

Got it? I hope so! If not, read through Appendix C for further explanation of ProDOS Pathnames.

To install Pinpoint onto InfoMerge:

1. Place the Pinpoint /PP.INSTALL disk in drive one of your computer and turn on your computer. Make sure the InfoMerge /BASIC.SYSTEM file is available to your computer. To do this, place the appropriate disk in a drive other than drive one, or make sure your high capacity drive is properly connected if that's where you've stored the InfoMerge /BASIC.SYSTEM file.

The Pinpoint Installation menu will appear

2. Use the Printer Setup option, the Modem Setup option, and the Set Standard Location of Accessories options from the Installation menu to configure Pinpoint for your system
3. With the Pinpoint Installation menu displayed, type the number preceding the Program Setup option, or use an ARROW key to move the highlighting cursor to the Program Setup option and press RETURN

The Select Program menu will appear. This menu asks you to choose the program on which you wish to install Pinpoint. Pinpoint Version 1.3 will have InfoMerge as one of the choices. Earlier versions will not. Those of you with earlier versions simply choose ProDOS BASIC.

To respond:

1. Type the number preceding InfoMerge or ProDOS BASIC, or use an ARROW key to move the highlighting cursor to InfoMerge or ProDOS BASIC, and press RETURN

Pinpoint will search the disk drives, and do one of two things:

1. Stop at the first BASIC.SYSTEM file it finds, and tell you:

About to enhance /VOLUME NAME/BASIC.SYSTEM

Or

1. Prompt you to press ⌘-P and enter the path of the InfoMerge /BASIC.SYSTEM file

If Pinpoint shows you the correct pathname of your InfoMerge /BASIC.SYSTEM file:

1. Press any key and Pinpoint will install itself on InfoMerge and return you to the Installation Menu. Now you can use InfoMerge and press ⌘-P to invoke the Pinpoint Accessories

If Pinpoint did not locate the appropriate version of /BASIC.SYSTEM:

1. Press ⌘-P and enter the path to the InfoMerge /BASIC.SYSTEM file at the bottom of the screen.
2. Press RETURN

Pinpoint will locate the /BASIC.SYSTEM file and tell you to press any key if you want the file enhanced.

To answer:

1. Press any key

Pinpoint will now install itself onto InfoMerge. When it's done, you will be returned to the Pinpoint Installation menu. Now you can use InfoMerge and press ⌘-P to invoke the Pinpoint Accessories

Installing InfoMerge onto RunRun

To install InfoMerge onto RunRun, you will need:

1. A COPY of the InfoMerge software disk
2. A COPY of the InfoMerge Tutorial disk
3. A COPY of RunRun

To Install InfoMerge onto RunRun:

If you want to run InfoMerge from a high capacity disk:

1. Copy all the files from your COPY of the InfoMerge software disk, /INFOMERGE/, to a subdirectory of your high capacity disk. Make a note of the pathname to the InfoMerge software files. See Appendix C for an explanation of ProDOS pathnames if you're a little rusty. If you plan to take the tour of InfoMerge explained in Chapter 2, then you should copy all the files from your copy of the InfoMerge Tutorial disk, /IM.DEMO/FILES/, to the same subdirectory that stores your InfoMerge software files. Now skip ahead to step 2 below

If you want to run InfoMerge from a floppy disk drive:

1. Skip ahead to the next step
2. Boot RunRun

3. Press ESCAPE to move from the Action window up to the Accessory window
4. Press the RIGHT-ARROW key to move from the Accessory window to the File window
5. Press the DOWN-ARROW key to move the highlighting cursor to "Modify an Application" and press RETURN

The label on the Action window will indicate that the Action window can be used to modify an application. The highlighting cursor will be on the first application listed in the Action window.

6. Use the DOWN-ARROW key to move the highlighting cursor to "Pinpoint InfoMerge." Press RETURN

The Modify an Application Window will appear.

7. Use the DOWN-ARROW key to move the highlighting cursor to the System File Box
8. If you're going to run InfoMerge from a high capacity disk: Make sure that the VOLUME NAME, that is the name of the high capacity disk is in front of the InfoMerge system file name, /BASIC.SYSTEM. Enter the VOLUME NAME so it looks like this:

/VOLUME NAME/BASIC.SYSTEM

Press RETURN

So if the VOLUME NAME your high capacity disk is /HARD1, the System File name in the system file box should look like this:

/HARD1/BASIC.SYSTEM

If you're going to run InfoMerge from a floppy drive: Make sure the System File name in the System File box is:

/INFOMERGE/BASIC.SYSTEM

Press RETURN

9. Now, use the DOWN-ARROW key to move the highlighting cursor to the Program Path box
10. If you're going to run InfoMerge from a high capacity disk: Make sure that the VOLUME NAME, that is the name of the high capacity disk is in front of the InfoMerge program path name, /IM.STARTUP. Enter the VOLUME NAME so it looks like this:

/VOLUME NAME/IM.STARTUP

Press RETURN

So if the VOLUME NAME your high capacity disk is /HARD1, the Program Path name in the Program Path box should look like this:

/HARD1/IM.STARTUP

If you're going to run InfoMerge from a floppy drive: Make sure the Program Path name in the Program Path box is:

/INFOMERGE/IM.STARTUP

When you've finished entering the System File and the Program Path, press RETURN.

You may now run InfoMerge from the RunRun desktop by accessing the File box and using the "Run an Application" option.

Downloaded from www.Apple2Online.com

Appendix A

Error Messages

Disk Write Protected

Either your disk does not have notches on it, or you have write protect tabs on your disk. Copy the files from the original InfoMerge disk onto a disk with notches.

File Not Found in Expected Location

The file you told InfoMerge to look for is not in the place you told InfoMerge it would be. Check your disk drives for the location of the file and specify that location with the appropriate InfoMerge Disk Drives menu.

Disk Drive Error

Maybe you've put your disk in backwards, or left your disk drive door is open. Whatever it is, it's probably not serious.

Disk Full

You've told InfoMerge to save a file at a location where there isn't enough space. Use the appropriate InfoMerge Disk Drives menu to specify another location with enough room to hold the file you want to save.

Insufficient Memory

Your word processing document exceeds the 3K limit.

Program Interrupted

Control-C was pressed to interrupt the InfoMerge program.

An Error Has Occurred

Something happened to mess things up. Check your disks and disk drives.

Appendix B

ASCII Control Codes for Selected Printers

Apple Dot Matrix™
***Apple Scribe™**
C. Itoh ProWriter™
NEC 8023™

**Printer Initialization Code	CONTROL-O ESC < ?
Boldface Begin Code	ESC !
Boldface End Code	ESC "
Underline Begin Code	ESC :
Underline End Code	ESC ;

**The Apple Scribe does not require a printer initialization code.*

***Press the CONTROL and the O (that's Oh) key at the same time.*

Hewlett Packard ThinkJet™
Panasonic KXP 1091™
Star Micronics Star SD-10™

**Printer Initialization Code	ESC (
Boldface Begin Code	ESC E
Boldface End Code	ESC F
Underline Begin Code	ESC - 1
Underline End Code	ESC - 6

Smith-Corona D-200™

Choose the EPSON option from the Select Printer menu. Then use the "Printer Name" option from the Customize Printer menu to replace "Epson" with "Smith Corona D-200."

Appendix C

ProDOS Pathnames

Overview

This refresher on ProDOS Pathnames is divided into four general sections:

1. What's a ProDOS Pathname?
2. What's in a ProDOS Pathname?
3. ProDOS Pathname Spelling
4. ProDOS Pathname Syntax

What's a ProDOS Pathname will very briefly tell you why you have to bother with ProDOS Pathnames. *What's in a ProDOS Pathname* will tell you what components come together to make a ProDOS Pathname. *ProDOS Pathname Spelling* will show you the rules for creating the individual components of a ProDOS Pathname, and *ProDOS Pathname Syntax* will teach you how to link the individual components of a ProDOS Pathname into a complete ProDOS Pathname.

What's a ProDOS Pathname?

It may be better to start with the question: What's ProDOS? ProDOS is a collection of programs that, among other things, controls such Apple disk drive functions as loading, saving, copying, and erasing your work files. A ProDOS pathname is ProDOS's map to the specific work file you want ProDOS to load, save, copy, or erase. Just like you tell a plumber in which house to work, in which room of the house to work, and finally on which fixture in the room to work; you have to tell ProDOS in which storage device to work, in which section of the storage device to work, and on which work file in the specified location to work.

What's in a ProDOS Pathname?

When you access your work you must:

1. Tell your computer where you want it to access your work
2. Tell your computer the name of the work you want it to access

You might say, then, that there are two general types of names that you must know how to give your computer when you access your computer work. There are:

1. PLACE names that tell your computer where your work is
2. And there are THING names that tell your computer what the work is.

Place Names

There are two kinds of place names. There are:

1. VOLUME names
2. And DIRECTORY names

A VOLUME name is the most general kind of name. It identifies the floppy, hard, high capacity, or RAM disk on which your work resides.

Another word for a VOLUME name is the ROOT DIRECTORY name. Supplying ProDOS a VOLUME name is analogous to telling the plumber in the example above in which house to work.

A DIRECTORY name is a more specific name than a VOLUME name. A DIRECTORY name identifies the section of the floppy, hard, high capacity, or RAM disk in which your work resides. Supplying ProDOS a DIRECTORY name is analogous to telling the plumber in the example above in which room of the house to work. If you have not divided your storage device into sections, then the ProDOS pathname for any file on that storage device will not include a DIRECTORY name. There can, however, be up to 51 different subdirectories or files in the ROOT DIRECTORY, and therefore, 51 DIRECTORY names through which you can route your computer to a work file.

Thing Names

There is only one kind of thing name. It is called a FILE name.

A FILE name identifies your computer work. It is the most specific of the kinds of names that make up a ProDOS pathname. A FILE name represents the light at the end of the tunnel, the pot of gold at the end of the rainbow. At the end of its journey down the path you specify by supplying PLACE names, ProDOS should find this FILE name and the computer work associated with it. Supplying ProDOS with a FILE name is analogous to telling the plumber in the example above on which fixture to work.

ProDOS Pathname Spelling

Now that you know that ProDOS pathnames are made up of PLACE names and THING names, you should learn the rules for creating PLACE and THING names. There's not that much to it; the rules for creating PLACE and THING names are the same. After you learn these simple rules, the last section will teach you how to link these different names you create together to create an entire ProDOS pathname. For now, let's learn the rules naming your work and the places where you store your work:

1. The name can be up to 15 characters long. There can be no blank spaces. It is common practice to substitute blank spaces with periods

LE.PETIT.PRINCE

2. The name must begin with a letter from the alphabet

ON.CLOUD.9

3. Characters two through fifteen of the filename may contain any combination of letters, numbers, and periods.

TWO.4.6.8.

ProDOS Pathname Syntax

If you knew where a treasure was hidden, and you had to tell someone how to get to it, you wouldn't tell them:

1. Dig
2. Take ten steps north from the big tree in the center of the village
3. Go to Spain

4. Find an iron box about six feet under
5. Go to the village of Corona Del Mar

You would start with the most general instructions and finish with the most specific, like this:

1. Go to Spain
2. Go to the village of Corona Del Mar
3. Take ten steps north from the big tree in the center of the village
4. Dig
5. Find an iron box about six feet under

Well, that's how you order your ProDOS Pathname components: start with the most general, and end with the most specific. You:

1. Start with PLACE names, listing the VOLUME name first, which is the most general PLACE name
2. Then list DIRECTORY name(s), the more specific of the PLACE names
3. Finish with the THING name, known as the FILE name, which is the most specific of all the names

Connecting the Parts

How do you actually connect these names together so ProDOS will recognize the names as a complete ProDOS pathname?

Well, if you were to write out the treasure example into a complete English sentence, you would connect the components with commas, like this:

Go to Spain, go to the village of Corona Del Mar, take ten steps north from the big tree in the center of the village, dig, and find an iron box about six feet under

But in ProDOS language, you connect the components with slashes, like this:

`/VOLUME.NAME/DIRECTORY.NAME/FILE.NAME`

Notice that you start the whole deal with a slash as well as connect the separate components with slashes. You do this so ProDOS will recognize what follows the initial slash as instructions to your work file. Adapting our treasure hunt example for ProDOS, we might get the following result:

`/SPAIN/CORONA.DEL.MAR/TEN.STEPS.NORTH/BLACK.IRON.BOX`

In the example above, `/SPAIN/` is the VOLUME name, `/CORONA.DEL.MAR/` and `/TEN.STEPS.NORTH/` are DIRECTORY names, and `/BLACK.IRON.BOX` is the FILE name.

When Your Computer Asks for the PREFIX or PATH, Not the PATHNAME

Sometimes your computer or a computer program will only ask you for the PATH to your work file, and not for the complete PATHNAME. When a computer or computer program asks you for the PATH, it is saying "I know what you want, I just don't know where to look for it." All you do to supply your computer with the PATH to a certain work file is subtract the FILE name like this:

/VOLUME.NAME/DIRECTORY.NAME/

So our treasure hunt example would look like this:

/SPAIN/CORONA.DEL.MAR/TEN.STEPS.NORTH/

A ProDOS PATH is the same as a ProDOS PREFIX.

When Your Computer Only Asks for the FILE Name

When your computer or computer program asks for the FILE name, it is saying, "I know where to look, but I need to know what to look for." All you do to supply the FILE name is subtract the PATH or PREFIX, which is the same thing as subtracting the VOLUME name and the DIRECTORY name(s). This is what it looks like:

/FILE.NAME

And this is how the treasure hunt example looks:

/BLACK.IRON.BOX

Appendix D

Technical Note

This appendix describes the nature of the software which constitutes InfoMerge. An understanding of this appendix is not required for the use of InfoMerge, but may be of interest to some programmers.

InfoMerge is a hybrid of Applesoft BASIC and 6502 Assembly language. There are six BASIC/a.l. modules which make up InfoMerge, namely: IM.STARTUP, IM.A, IM.M, IM.P, IM.MP, and IM.C. IM.STARTUP chains IM.A, which then chains each of the remaining three modules as required. In addition there is a variable file, IM.INIT.VAR, which is loaded by IM.STARTUP and which initializes the values of a large number of Applesoft BASIC variables.

Each of the BASIC/a.l. modules consists of approximately 60% BASIC code and 40% machine language code. The machine language code consists of 10-20 separate routines which are appended to the BASIC portion of the program. These routines have been appended using a utility called *The Wizard's Toolbox*, formerly known as *The Routine Machine* (in both cases published by Roger Wagner Publishing, Inc.).

The use of appended *Toolbox* modules adds additional commands to the Applesoft BASIC language. Each module is invoked by the use of the ampersand, followed by the name of the module and then any variables which are used for passing values to the module or receiving values back from it. Some examples of *Toolbox* commands which are used in InfoMerge follow:

- | | |
|----------------------------|---|
| & "STRIP",A\$,32,2 | This strips spaces CHR\$(32) from both (2) ends of the string A\$. |
| & "G","Menu Selection" | This is a GOSUB to the subroutine named "Menu Selection." |
| & "KEY",Y! | This checks the keyboard to see if a key has been pressed, and if so it returns the value of the keypress (converted to upper case) in the variable Y. |
| & "STR.SEARCH",A\$,X\$,P,I | This searches the string A\$, beginning at position I, for an occurrence of the substring X\$; on return P contains the position of X\$ in A\$ (or P = 0 if not found). |
| & "PEEK",0,X,Y,A\$ | This retrieves Y bytes from memory beginning at location X and places them in the variable A\$. |

& "AMI","READ",1,DB,2,BR This performs a machine language interface call which reads 2 bytes from the file with reference number 1 (presumed to be open) into the data buffer at DB; on return BR = the number of bytes actually read.

This is a short sampling of the *Toolbox* commands used in InfoMerge. It is only by the use of such commands that a BASIC application such as InfoMerge can attain the speed and the control over low-level machine functions which is necessary for efficient performance (or even for any performance at all). InfoMerge is the first major application which demonstrates the effectiveness of this technique of combining Applesoft BASIC with a number of machine language subroutines.

Programmers who are interested in using *Toolbox* commands to develop programs which are a hybrid of BASIC and Assembly language may contact Roger Wagner Publishing, Inc. for further information:

Roger Wagner Publishing, Inc.
10761 Woodside Avenue, Suite E
Santee, CA 92071
(619) 562-3670

Appendix E

Other Pinpoint Products

Other Pinpoint Products Pinpoint™ Desktop Accessories \$89.00

A line of desktop accessories that “pop-up” within AppleWorks, Point-to-Point, InfoMerge, and other ProDOS applications.

- **Appointment Calendar** — Print schedules to take with you. MonthView, DayView and Summary displays.
- **Calculator** — Four math functions: +, -, *, /. 16 digit display with scientific notation.
- **Communications** — Instant modem communications from AppleWorks desktop with simplified auto logon macros; no complicated control codes required. Downloads (records) files in AppleWorks' AWP file format.
- **Telephone Dialer** — Finds phone numbers anywhere on *any* screen. No phone directory or databases to re-enter.
- **GraphMerge** — Paste up to 16 single or double hi-res graphic images, mix & match, anywhere in AppleWorks documents.
- **Notepad** — Powerful baby word processor produces AppleWorks files. Use Notepad files inside AppleWorks documents, or with GraphMerge.
- **QuickLabel** — Envelope addresser/labeler, with cut-and-print utility. Position address block on an electronic envelope, then print on a real envelope, label or paper.
- **Typewriter** — Ideal for short letters, forms, file folder labels, and name badges. Compose, edit, then print, just like an IBM Memory Writer™ typewriter.

Pinpoint Spelling Checker™ \$69.00

This additional Pinpoint desktop accessory enables you to spell check AppleWorks word processing documents, spreadsheets and database files *without ever leaving AppleWorks*.

- Spell checks words, paragraphs or entire documents of any size in memory.
- Suggests alternative words.
- Corrects and reformats automatically.
- Requires Pinpoint Desktop Software.

Point-to-Point™ \$129.00

The #1 communications software program for the Apple II!

- AppleWorks style integrated communications with all the right tools for most any job.
- Exclusive Extended Xmodem Protocol (EXP) with CRC-16 transmits/receives multiple files in batches with original file names, extensions, and file attributes intact. Ready to run, without misspelled file names or tiresome file conversions.
- 14 powerful macros commands automate logon sequences; system operating commands automatically upload and download electronic mail or program files. Pattern recognition feature even makes decisions based on what it “sees” coming across the screen.
- Built-in text editor, or send AWP or text files directly.
- Simultaneous formatted printing while online. Instand “PrintScreen” prints anything and everything displayed on your screen.
- Impressive file handling utilities manage files, subdirectories and paths without typing, even while online!
- Install Pinpoint Desktop Accessories for ever greater versatility, or use RunRun and Toolkit to add valuable desktop accessories anytime.
- Smart utilities strip line feeds from downloaded files, and convert TXT to AWP files; plus 8 indispensable file type conversions save double work!
- Support for dozens of modems, including the newest 2400-baud units, gets you new system working right the first time. Interface cards include old standbys, plus the emerging Apple II interface technologies of tomorrow.
- Written by **Gary B. Little**, an expert Apple II and Macintosh programmer, and author of countless articles for *A+*, *Call APPLE*, *Nibble* and five recent Apple books.

ProFILER™ CALL

A single disk database manager and report generator. With this *one* program you can easily design, organize, file, search, sort, calculate, merge, and print using floppy or hard disk.

- Get up to 1,500 records per floppy or 65,000 on a hard disk; 250 fields per record!
- Multiple files per disk, multiple index files, full screen editor.
- Pinpoint and AppleWorks compatible.
- Optional data conversion program for PFS users (DOS 3.3 and ProDOS versions).

Pinpoint Apple IIe Upgrade Kit \$29.00

- Permits Pinpoint and many 'new' Apple IIe software programs to run on plain Apple IIe with 128K
- Solves many of the compatibility problems older software programs have with the Enhanced Apple IIe
- Includes Mouse Text Video ROM, exact copy of Apple's Character Generator ROM #342-0265 approved by Apple.
- Includes GTE or Rockwell 65C02 microprocessor.
- Does NOT include Apple's proprietary 'CD' and 'EF' ROMs required for most mouse-based software. This Kit does not "Enhance" the Apple IIe. This Kit is only to be used on Apple IIe's.
- This upgrade is performed at user's own risk.
- Handy chip puller included

Pinpoint RAM Enhancement Kit \$29.00

- Configures partitioned RAM disks.
- Automatically uploads non copy protected ProDOS applications and files to partitioned RAM disks.
- Menu driven setup. Catalog with toggles displays programs/files to be uploaded.
- Includes a ProDOS RAM switcher for AppleWorks with Pinpoint and other ProDOS applications uploaded into RAM, such as Business Works accounting software, Point-to-Point communications software, or InfoMerge mail merge and print formatting program.
- Requires Pinpoint Desktop Software.

Pinpoint Modem Enhancement Kit \$ 29.00

- Advanced modem software enhancement for Pinpoint's Communications window.
- Logon macros with default communications setups.
- Keyboard and video character remapping, simple file encryption program.
- Selective character filtering.
- Required for Novation, Microcom and other non-standard external/internal modems or interface cards.

Pinpoint Printer Enhancement Kit \$8.00

- Advanced installation utilities for non-Apple standard printers and interface cards.
- Simultaneous text and graphics printing.
- Epson FX, RX, LX, and MX-80 with GraphTrax+; Okidata 84, 92, 93, 192; H-P Thinkjet; Panasonic KX P1091, Smith-Corono D-200, Star Micronics SD-10 and SG-10 printers with standard interface card require the Pinpoint Printer Enhancement Kit to print graphics and text.
- Printer interfaces supported include: Generic BASIC Standard, General Pascal 1.1 Standard, Orange Micro Grappler Serial and Grappler+ Parallel Cards, Star Micronics Grafstar and Grafstar II, Microtek Dumpling 64, Dumpling-GX, and RV-611C, Interactive Structures PKASO/U, and RC Systems Slot Buster.
- Contact Pinpoint for details.
- Requires Pinpoint Desktop Software.

Micro Cookbook \$49.95

- Big 8th Edition. Over 100,000 copies sold.
- Ask the computer what's for dinner. Enter ingredient, nationality, course or whatever, and Micro Cookbook offers up a menu with delicious possibilities.
- Choose from Micro Cookbook's 150 tested recipes (supplied on the program disk) or add your own.
- Selects recipes from any individual recipe disk or path, or automatically searches up to 8 others — over 4,000 recipes online for instant recall.
- Automatically adjusts recipes for different serving sizes.
- Automatic shopping list preparation.
- Valuable on-line reference: nutrition facts, food selection and storage, and ingredient substitution suggestions.
- Lightning fast operation with unparalleled ease of use.
- Fourth-generation, bit-mapped database design finds plurals, truncations, multi-variant relations (7 simultaneous index keys), overlooks request errors, and generally works hard so you don't have to.
- Versions available for Apple II+ (64K DOS 3.3), Apple IIc/IIe (128K DOS 3.3), Apple IIc/Enhanced Apple IIe with 128K (ProDOS), Commodore 63/128,[™] and IBM PC,[™] XT[™] and jr.[™]

Optional Recipe Disks \$19.95

- How smart cooks eat better and waste less.
- Optional recipe disks, over 3,000 exciting recipes, add variety to your menu.
- Crowd-pleasing favorites include:

Appetizers
Holiday Meals
Desserts
Soups & Salads
Food Processor Cooking
Meatless Meals
Wok Cooking
Kids Cookery
California Beef
Breads & Spreads
Microwave Cooking
Daily Bread & Beyond
Daily Bread & Beyond, Food Processor
Special Diets (*includes food allergies*)
...and more on the way!

New for Fall 1986

Pinpoint Toolkit™ \$69.00

Programmers resource and toolbox for writing Desktop Accessories all your own. Includes several handy desktop accessories for just about anyone, not just for programmers:

- Accessory mover for adding new accessories anytime.
- Pop-up version of ProDOS Filer.
- Screen printing facilities, text or graphics depending on printer type.
- Enhanced printing for Desktop Appointment Calendars.
- Decimal, Hexadecimal, or Binary Calculator with print tape.

Outstanding tools for any serious ProDOS programmer include:

- Comprehensive Pinpoint Internal Architecture Documentation.
- Video Resource Editor for accessory development and prototyping.
- Pinpoint's newest interactive desktop environment, RunRun, for expanded limited multi-tasking capabilities.

- Commented source code to several Pinpoint Desktop Accessories provided as programming examples.
- Programmer utilities require 256K or greater Enhanced Apple IIe or Apple IIc, ProDOS Assembly language experience, or use of MICOL BASIC, or KYAN PASCAL.

RunRun™ \$49.00

RunRun works just like the Pinpoint Desktop Accessories. Windows can be sized and dragged about the desktop. It does not require a mouse, and operates with the mousetext icon characters rather than double hi-res graphics. Consequently, RunRun loads and runs much faster than Quark Catalyst 3.0 or International Solution's Mouse Desk. Any of you with RAM drives, hard disks, or UniDisk 3.5s will love RunRun's speed, flexibility, responsiveness, and open architecture.

RunRun is a fast, handy, versatile addition to your computer system. Customize it to include various desktop accessories and applications. ProDOS devices can be catalogued by filename, file type, modification date, or size.

Desktop Accessories or ProDOS applications such as AppleWorks, Apple Writer, PFS: File,™ PFS: Write,™ PFS: Plan,™ ASCII Express Pro,™ SuperCalc 3A,™ Point-to-Point, InfoMerge, etc. can be run from RunRun.

Pinpoint Instant Business Letters \$49.00

Business letter templates as AppleWorks word processor documents:

- Ready to use and professionally designed to meet your everyday business needs.
- Perfect for mail merging with Pinpoint's InfoMerge.

Pinpoint Document Checker \$69.00

(with Spelling Checker only \$99.00)

The fast, efficient stand alone spelling checker for larger AppleWorks documents. Up to 30 words per second!

- Uses the same dictionaries as the Pinpoint Spelling Checker Accessory.
- Selectable auxiliary dictionaries for customized professional needs.
- Lists word occurrences. Remembers and automatically uses any correction.

Call for information about Macro Keys and Graphic Templates.

Contact Pinpoint for complete product information and scheduled release dates.

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